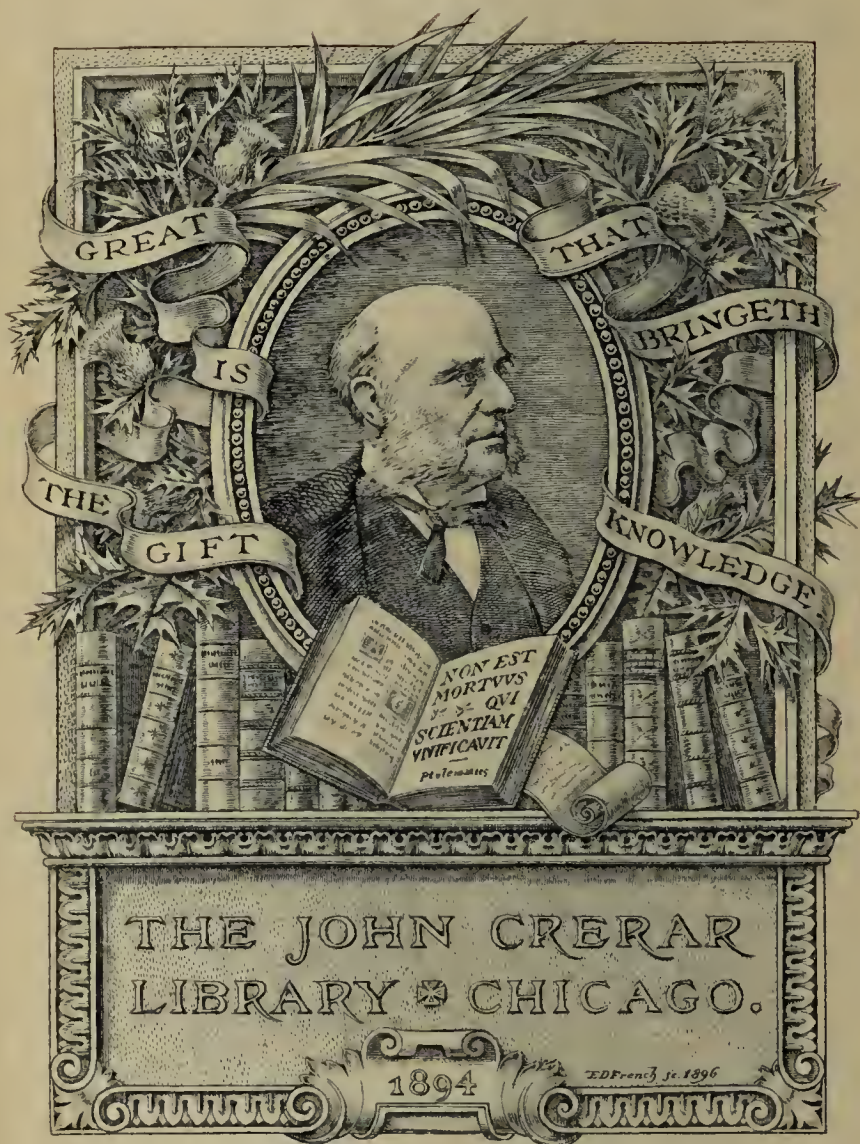


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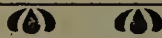
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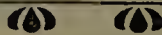
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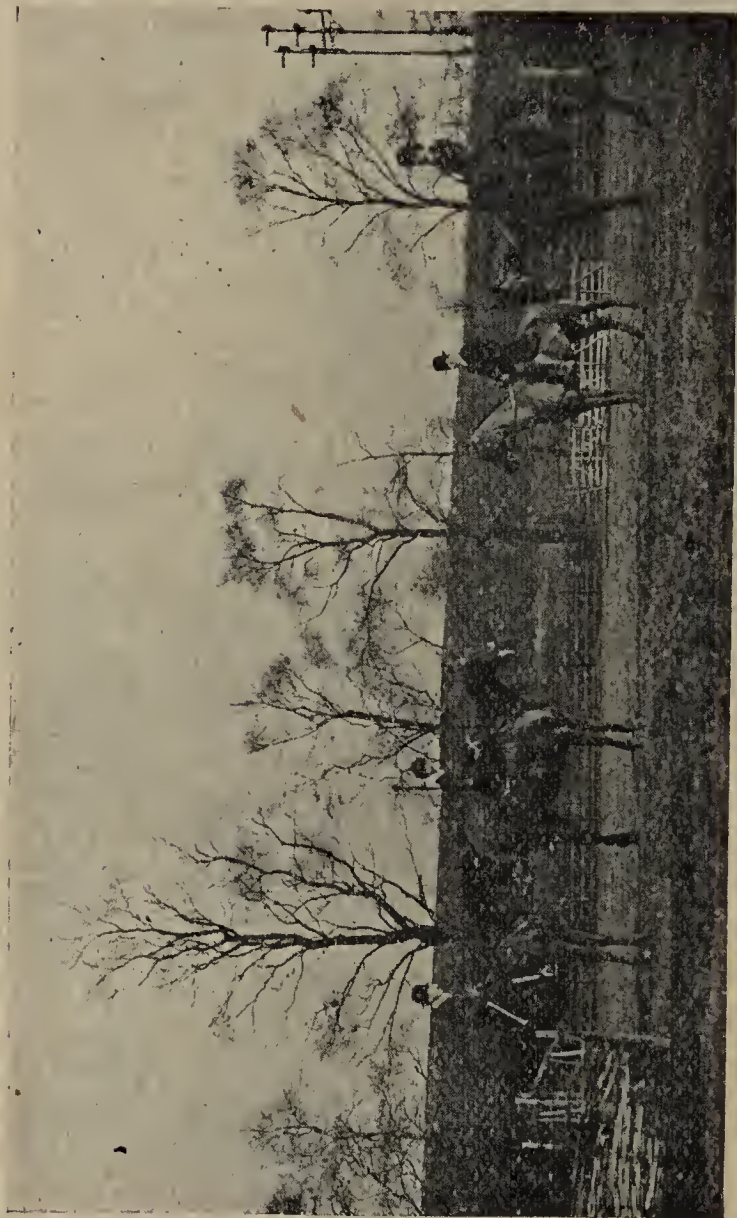
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Position.—Municipal Buildings, Katharine Street, Croydon (off the High Street, and on the main tram route from West Croydon to Purley).

Departments.—Lending Library, containing over 22,000 volumes; Reference Library, containing over 12,000 volumes; Magazine Room; Newspaper Room; Lecture Room, to accommodate 150 persons.

Hours.—Lending Library, daily 10 a.m. to 9 p.m., except Wednesdays, 10 a.m. to 1 p.m.; Reference Library, 9.30 a.m. to 9.30 p.m.; Magazine Room, 9.30 a.m. to 9.30 p.m.; News Room, 9 a.m. to 10 p.m.

Telephone Number.—394 Croydon.

SOUTH NORWOOD BRANCH LIBRARY.

Position.—At the corner of Lawrence and Selhurst Roads, South Norwood, adjoining the Polytechnic. On the tram route between South Norwood and West Croydon, and about three minutes from Norwood Junction Station.

Departments.—Lending Library, containing over 10,000 volumes; and Magazine and Newspaper Room.

Hours.—Lending Library, daily 10 a.m. to 9 p.m., except Wednesdays, 10 a.m. to 1 p.m.; Magazine and Newspaper Room, 9 a.m. to 10 p.m.

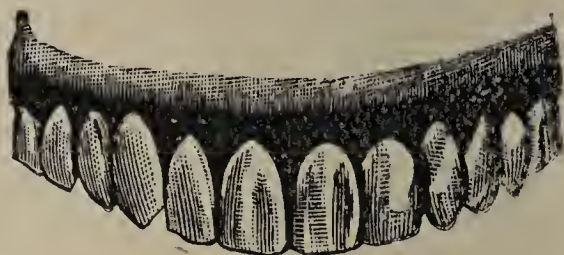
THORNTON HEATH BRANCH LIBRARY.

Position.—At the corner of High Street and Woodville Road, Thornton Heath, occupying one building jointly with the Polytechnic. On the circular tram route from Thornton Heath to West Croydon, and about two minutes from Thornton Heath Station.

Departments.—Lending Library, containing over 10,000 volumes; and Magazine and Newspaper Room.

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Departments.—Lending Library, containing over 8,000 volumes; Reference Library, containing about 700 volumes; Magazine and Newspaper Room.

Hours.—Lending Library, daily 10 a.m. to 9 p.m., except Wednesdays, 10 a.m. to 1 p.m.; Magazine and Newspaper Room, 9 a.m. to 10 p.m.; Reference Library, 10 a.m. to 9 45 p.m., except Thursdays, when it is closed all day.

HOW TO JOIN THE LENDING LIBRARIES.

The methods of joining the Lending Department of the Library Service are as simple as is compatible with a proper regard to the safety of the books. Only duly registered borrowers are admitted direct to the shelves, except in special cases, at the discretion of the Librarian-in-charge.

VARIOUS KINDS OF BORROWERS.

Burgesses.—A Burgess (who may be a lady) is any person whose name appears on the current Burgess Roll of the Borough. He must occupy a house, shop, or other building in the Borough for which he pays rates, and must have resided in the Borough for one year from July 15th to July 15th before he is entitled to appear on the Roll. Such a person may join the Library by simply signing a printed form of application undertaking to abide by the Rules of the Library, which includes making good any loss or damage a book may sustain while in his possession. If a person resides in the Borough and pays rates, but has not resided long enough in the Borough to have become entitled to appear on the Burgess Roll, he may join the Library, as above, by showing at the time of application his last receipt for payment of the Poor Rate. If he has not yet paid a rate he may join (temporarily) as a *non-burgess* or as a *depositor* (see below).

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Non-Burgesses.—Any person living in the Borough who is over 14 years of age may become a borrower by signing a form of application, undertaking to abide by the rules, but this form must also be signed by a Burgess (for definition of a Burgess, see above). The Burgess, who in this case is called the “guarantor,” certifies that in his opinion the person who applies may be safely trusted to use books carefully and properly; and he undertakes in addition to make good any loss of or damage to any book while in possession of the applicant, and to pay any fines incurred. The Guarantor is never asked to do this, however, *unless the borrower refuses*. The Guarantor may withdraw from his guarantee by giving notice (see Rule 15*d* page 87).

Depositors.—Persons residing in the Borough who are unable, or do not care to obtain a guarantee, may become borrowers by depositing a money guarantee of Five Shillings. This will be returned on the borrower ceasing to use the Libraries, or obtaining a guarantee in the usual way (see preceding paragraph), as soon as it is ascertained that no charge for loss or damage has been incurred.

Non-Resident Employees.—Persons employed in the Borough, but living outside, may make application for tickets as Non-Burgesses. Such applications are always sympathetically considered, and are generally granted. The application should state the nature of the employment and the name and address of the employer or firm.

Student Non-Residents.—Students at Colleges, Schools, or Polytechnics in the Borough, but who do not live in the Borough, are permitted to become borrowers by obtaining the guarantee of a Burgess in the same way as Non-Burgesses.

Subscribers.—Any person living outside the Borough boundary who wishes to make use of the Lending Libraries may do so by paying an Annual Subscription of Seven Shillings and Sixpence. Such subscribers are entitled to exactly the same and to no greater privileges than ordinary borrowers.

Scholars.—Boys and Girls *under* the age of fourteen must fill in a voucher, which must be guaranteed as described under “Non-Burgesses,” and, in addition, the voucher must be signed by the Head Teacher of the school which the applicant attends. The Head Teacher’s signature implies that he or she considers the child sufficiently advanced to make proper use of the Libraries. Such scholars are only permitted to borrow books from the Juvenile Section of the Libraries, except with the permission of the Chief Librarian.

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General Ticket.—This entitles its holder to borrow any kind of work from the Libraries. This is the first ticket the Borrower receives.

Non-Fiction Ticket.—With a view to assisting readers who desire to follow out courses of reading, and who often require two books at a time, as well as to give the opportunity to borrow a novel in addition to a work of non-fiction, an extra, or "Non-Fiction" ticket is issued, which permits the borrower to draw a work of non-fiction in addition to the book allowed on the general ticket. On no account may a work of fiction be borrowed on a non-fiction ticket.

Illustration Ticket.—Two illustrations, from the circulating collection of illustrations, may be borrowed on the general ticket in the place of a book. Those, however, who wish to make any considerable use of the illustrations without interfering with the use of their tickets for books may obtain a special "Illustration" ticket, on which four illustrations may be borrowed.

The vouchers for all these tickets may be obtained at any of the Libraries. On presenting the voucher duly filled in at the Library, the applicant may, if he wishes, and if the voucher is found to be correctly filled in, be admitted to the shelves forthwith, and allowed to borrow a book on a temporary ticket. The ticket proper will be ready within three days after the voucher is lodged, and should be called for if no book is taken out.

Tickets are available at all the Libraries.

Books borrowed at the Central Library may be returned to the South Norwood or Thornton Heath Branches, and another book obtained in exchange, and *vice versa* (see "Inter-Library Exchange Service," page 29). In this way the resources of the whole of the Libraries are open to every reader.

Tickets are valid for one year from the date they are issued. At the expiry of the year the borrower must renew his ticket by filling in another form. Changes of address should be notified immediately.

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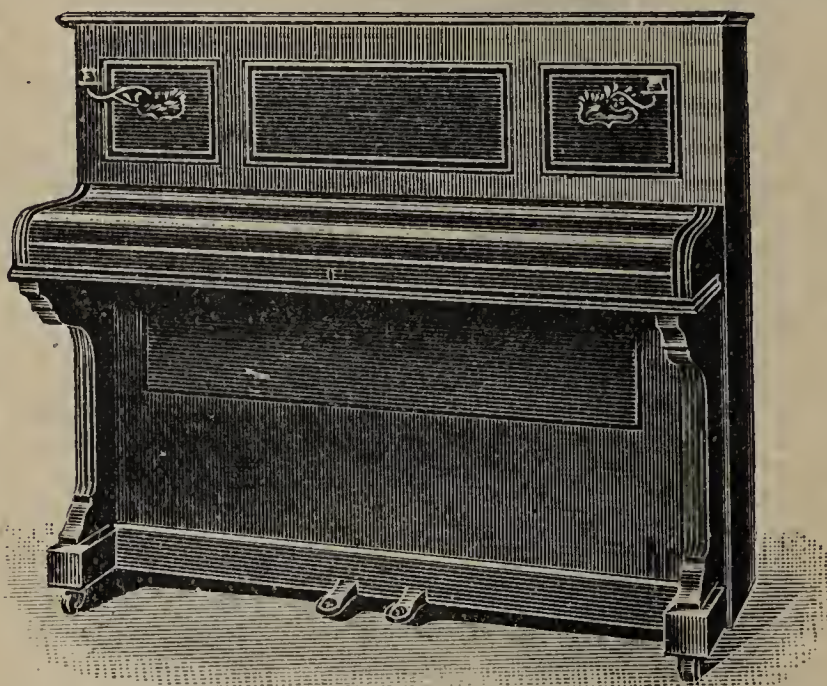
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THE SYSTEM OF THE LENDING LIBRARIES.

The Lending Libraries are all arranged on the system known technically as "Safeguarded Open Access," under which readers have direct access to the shelves.

Admission to the Library is obtained by the production of either a book or a Reader's Ticket, without which no reader is allowed to pass the entrance wicket, nor is he permitted to leave without having the book he has chosen entered or "charged" to him. While in the Library the borrower keeps possession of his ticket, which he delivers at the charging desk at the exit when he takes a book, or retains it if he decides not to take a book.

Bespoken Books.—Any work other than fiction may be bespoken if a payment of one penny is made. This is to cover the cost and postage of the card which is sent to the person who bespeaks the book immediately the book is available. Bespoken books are retained until the end of the day after which the post-card is posted. If two or more readers bespeak a book, it is issued in the order in which the applications are received.

The time allowed for reading a book is one fortnight from the day of issue, or fifteen days including days of issue and return. At the end of this period, if the reader has not finished with the book, he may renew it for another fortnight if it is not required by another borrower, either by (a) bringing the book to the Library to have it redated; (b) verbally; (c) post; (d) telephone. In cases (b), (c) and (d) the charging number of the book (which will be found on the *left* hand side of the label inside the first board of the cover) and the date the book was issued must be given. Such information should reach the Library one clear day before the book is due back. Persons detaining books longer than the time limit are fined one penny a week or part of a week for the period of detention after the first fortnight. When a book is more than two weeks overdue a post-card is sent reminding the borrower of the fact. If the book is not returned a second, and if necessary, a third card is sent. The postage of these cards is added to the amount of the fine already incurred. Only very careless borrowers retain books for such periods (as a rule).

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THE CENTRAL LENDING LIBRARY.

Double Wickets.—The Central Lending Library is equipped with double entrance and exit wickets, the object of which is to prevent overcrowding and congestion of the entrances at busy times. At ordinary times one entrance and one exit wicket are used; but at busy times double wickets are in operation. In the latter case a notice is displayed between the entrance wickets directing borrowers whose surnames begin with any letter between A and K to pass in on the left hand, and those between L and Z on the right hand. At the exit readers may pass through either wicket irrespective of order of names. By this means it has been found possible to attend to readers at the rate of 12 per minute, and thus to meet any demands the public may make on the counter service.

Plan.—A brief examination of the plan on page 19 will show the general arrangement of the Central Lending Library; for plan of the South Norwood Lending Library, see page 23; and of the Thornton Heath Lending Library, see page 27. The field of knowledge as represented in books is broken up into classes, divisions, and sections, with the object of bringing together on the shelves all the books on any given subject, and to place nearest them on either side books on related subjects. The same system of classification (which is described in detail on page 67) is used in all the Libraries.

Catalogues.—Immediately on the right of the entrance are the Card Catalogues, covering respectively Names and Subjects. On the ledge in front of the Subject Catalogue are copies of the Subject Index. Borrowers desiring to read any topic should look for it in the Subject Index and turn up the cards in the Subject Catalogue to see what material the Libraries have upon it. The Card Catalogues show the resources of all the Lending Libraries. Immediately opposite the Card Catalogues is the Subject Index in card form, in which the latest subjects represented in the Libraries are to be found. (For full account of the Card Catalogues, see page 53).

Exhibition Shelves.—On the West wall facing the Card Catalogues are the Exhibition Shelves. All new books other than fiction are placed here for examination only, for one week before they are circulated, so that every borrower has an opportunity of seeing what books are being added to the collection. The days on which the books will be put into circulation are indicated by coloured

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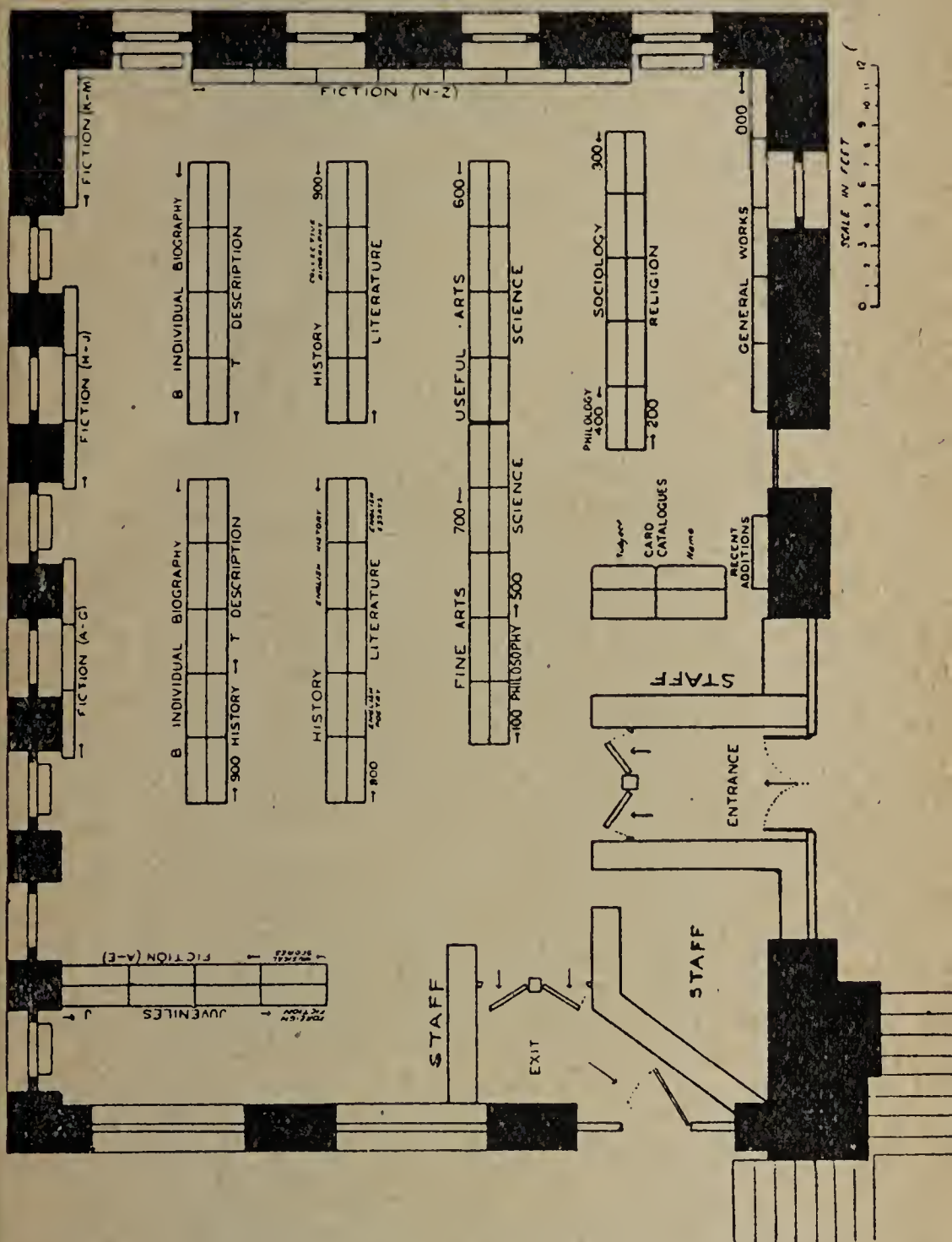
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threads, *e.g.*, books bearing a White thread will be issued on the following Monday; a Red thread on the following Tuesday, &c. On the morning the new books are due to circulate they are removed from the Exhibition Shelves and put into their proper places in the main classification. Generally speaking new books are added quarterly. In the intervals between the displays of new books the Exhibition Shelves are filled with recent books of interest.

Arrangement of Classes.—The plan indicates that as far as possible the Prose Fiction—English and American and translations into English—is distributed around the wall cases. Fiction is arranged alphabetically by the name of the author. The real name, or if this has been changed, the latest name of the author when known, is the one recognised in arranging, and when an author has written under a pen or earlier name, a dummy block arranged under this name directs the reader to the proper place. In the case of anonymous works the first word, not an article, of the title is the arranging word. It will be noticed that with the exception of Class 100, Philosophy, which is placed for convenience immediately following 400 in the second case, the book-arranging or classification numbers run in strict sequence from the West to the East of the room, hence 200 Religion is followed in the next case by 300 Sociology, and that by 400 Philology (here comes 100, and then :) 500 Science, 600 Useful Arts, 700 Fine and Recreative Arts (Musical Scores, however, which are properly part of 700, are shelved in the case running at right angles from the East wall), 800 Literature, 900 Collective Biography and History, then come the two classes for which there are no more single digits available, and which are therefore marked by letters, viz: T, Description, and B, Individual Biography. This last class is arranged alphabetically by the person written about. Fiction in foreign languages is arranged alphabetically by author, on the left side of the case at the North end of the room; and next to it in the same case are the works for Juveniles.

Oversize Books.—Books too large for the ordinary shelves (over 10in. high) are placed on special quarto shelves at the end of each class. A “dummy” book in the shape of a block of wood having printed on it the author, title and number, and calling attention to the location of the book, is placed in the main class in the place where the book would be if it were small enough to be shelved in strict order.

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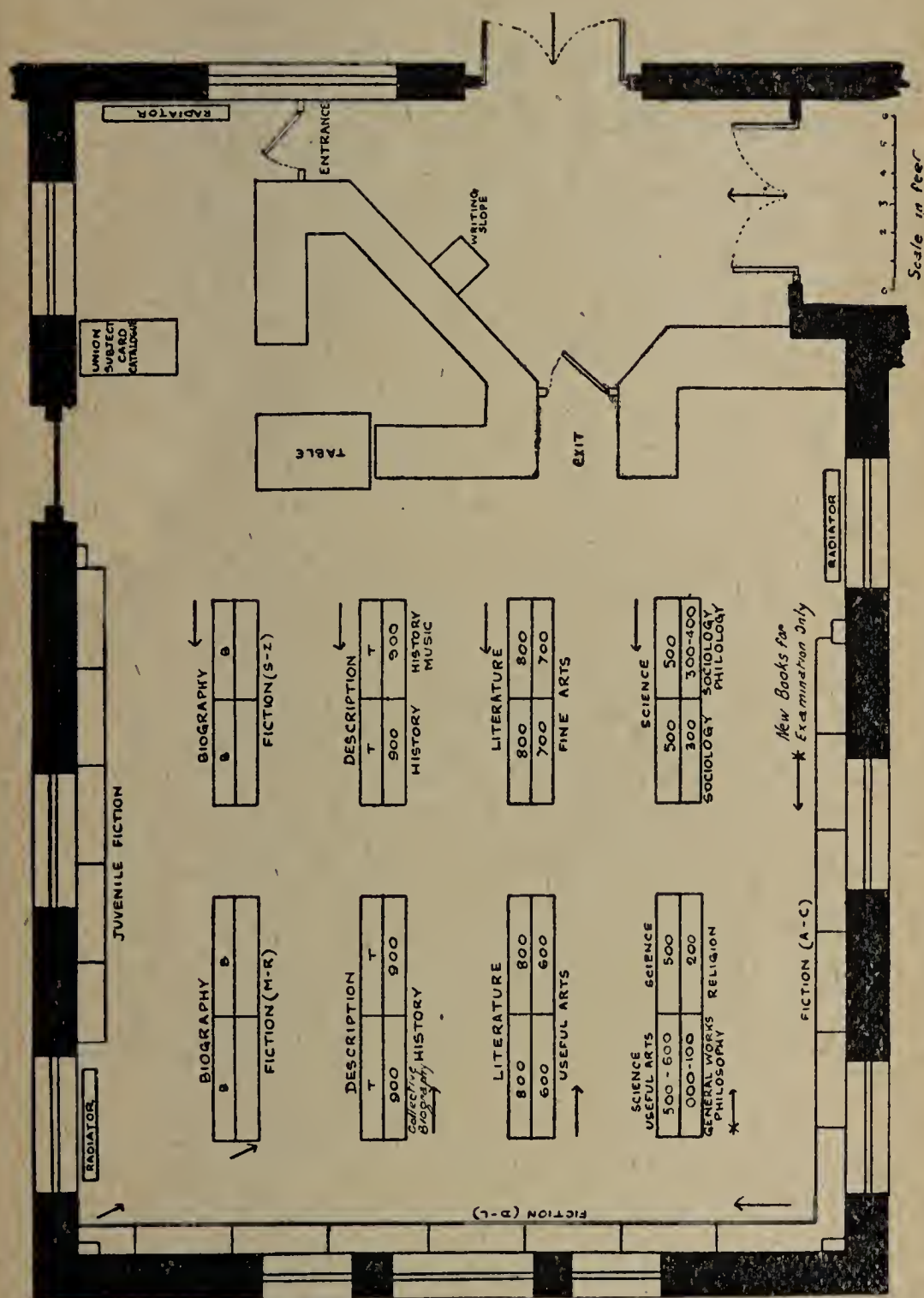
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Labels.—Every class is marked by a large framed label in the centre of the bookcase at the top, which sets out the principle divisions of the subject allocated to that case. Smaller labels on the shelves themselves indicate more minute divisions, and every book bears on a white round tag, or has stamped on the binding at the top, its subject number. Numbers do not mean particular books, but subjects, and when the number of the subject required is known, the books bearing that number will be found together in their proper position, further arranged within the group in alphabetic sequence of authors' names. The first three letters of authors' names are lettered on the backs as a guide to this alphabetic order, thus :—

523	523	523
ALD	BAL	BEC

These three books being respectively by Aldis, Ball, and Beckett, and dealing with subject 523, Descriptive Astronomy.

Readers are expected to have due consideration for other readers and to replace carefully any book they may have taken from the shelves, if on examination they decide not to borrow it. If they are not sure of the proper place of the book it is better to give it to an assistant than to replace wrongly ; however, so long as it is put back on the right *shelf*, exact replacement within the shelf is not of so much consequence. They should not lay the books flat on the shelves or leave them lying about on the window ledges ; they are not only out of position, but are liable to be damaged when this is done. The assistants in the department have instructions to call the attention of borrowers to infringements of these simple rules.

BRANCH LIBRARIES.

The above account applies to all the Lending Libraries with only such minor differences as the exigencies of the accommodation or buildings make necessary. The Branch Card Catalogues are Subject Catalogues only.

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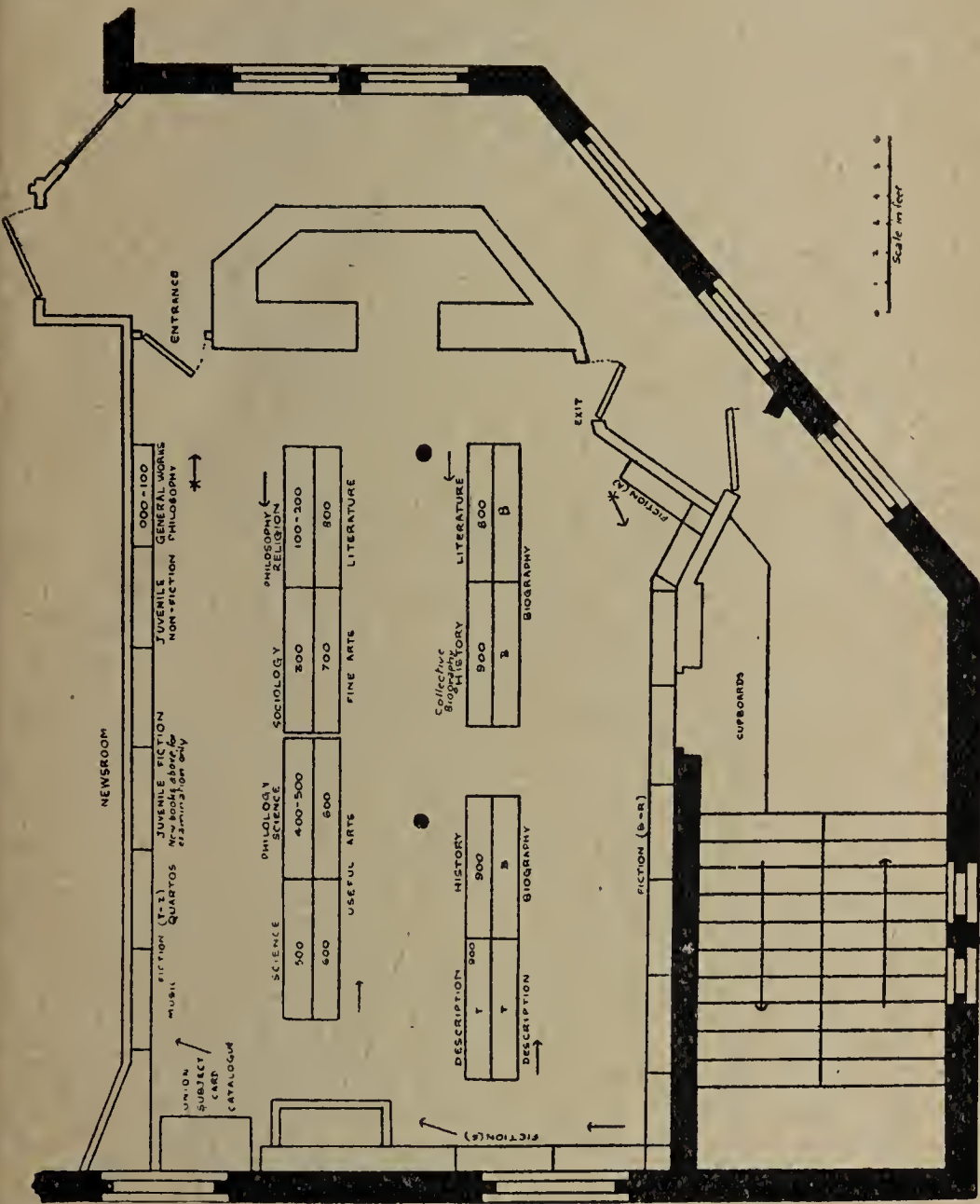
IS READ BY ALL CLASSES.

AND IS ONE OF THE

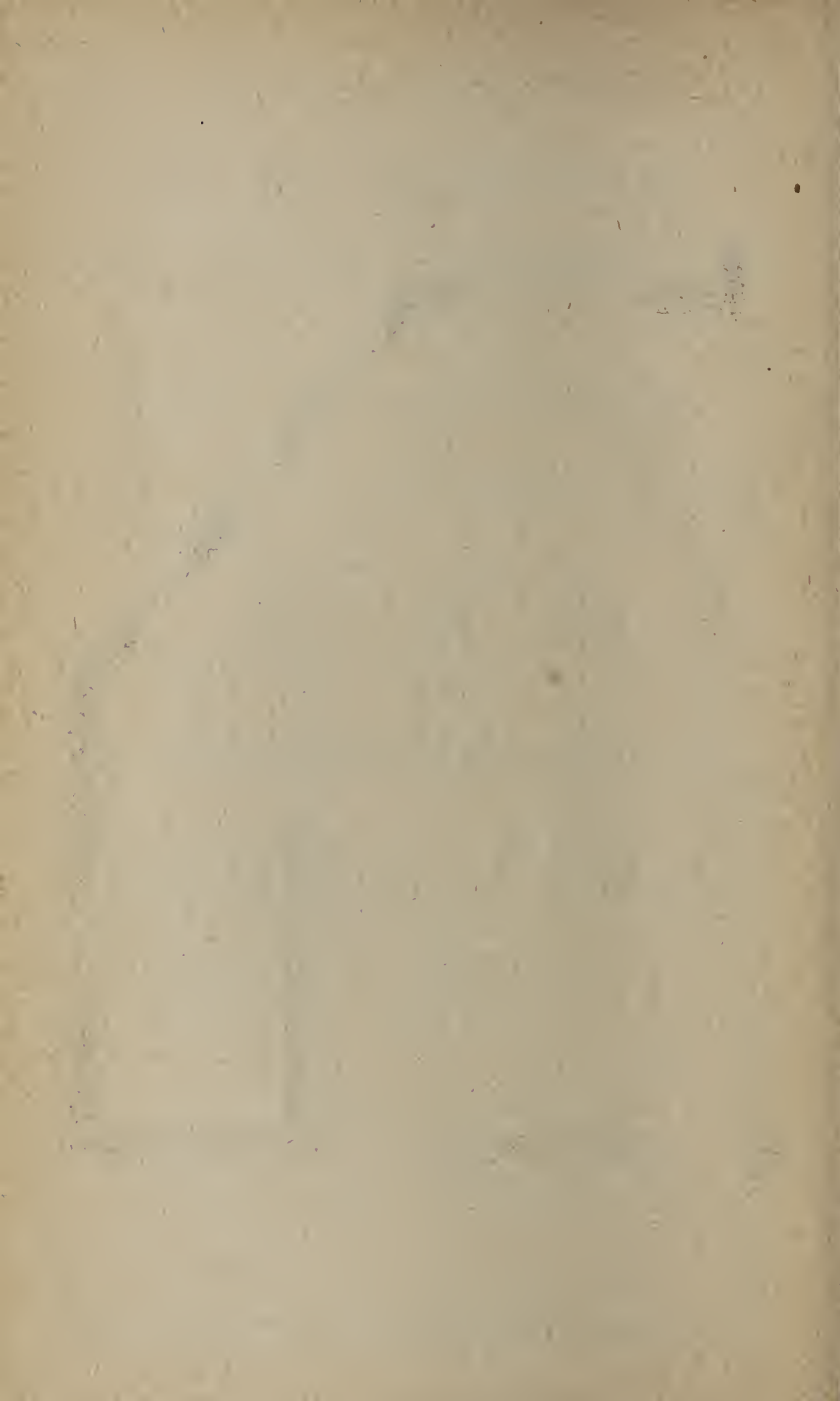
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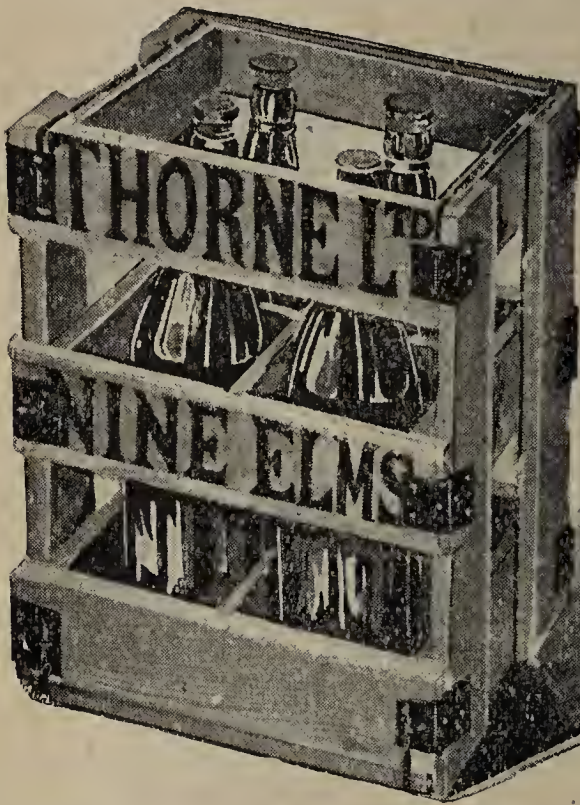
INTER=LIBRARY EXCHANGE SERVICE.

LOANS.

A system of Inter-Library Loans was instituted in 1903, the object of which is to enable readers at any library, who require a book in another library, to obtain it without going to that Library for it. This is accomplished in the following manner. The reader having ascertained by enquiry, or by consulting the Union Card Catalogue (which contains the books in *all* the Libraries) that the particular book he requires is not in the Library in which he is, or is not available, but is at some other Library, asks the assistant to ascertain by telephone whether the book is on the shelves. If the reply is in the affirmative, arrangements are made to have the book sent over by tram, free of charge, at the earliest possible moment. In the majority of cases the book can be delivered to the reader within thirty minutes of his requesting it ; no book so sent will be kept longer than twenty-four hours, if not called for.

DISCHARGES.

A book borrowed from one Library may be returned to any other library, and there exchanged for another book. Should the reader not require another book, a temporary voucher slip is handed to him, on presenting which at any of the Libraries of the borough he will be permitted to borrow again ; or he may exchange it for his ticket at the Library at which the book returned was obtained, which it is desirable to do if it is not intended to make immediate use of it.



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MAGAZINE AND NEWSPAPER ROOMS.

CENTRAL LIBRARY.

Magazine Room.—The Magazine Room occupies part of the Braithwaite Hall. On entering the room on the left wall next the door will be found a glazed frame in which is a list of the magazines and periodicals, arranged in alphabetical order under the headings Quarterly, Monthly, Weekly, &c. The magazines, which are kept in covers, are fastened down to the tables by means of cords, so that their place is constant. They are arranged in alphabetical order, commencing at the table nearest the entrance. Certain magazines, including the art magazines and some of less general interest, are not displayed on the tables, but may be had on request of the attendant in the Reference Library.

Newspaper Room.—This room is on the basement floor immediately below the Braithwaite Hall. It is entered by passing down the steps from the vestibule and through the doors to the right. On the wall at the left of the entrance will be seen a periodical index in a glazed frame, which sets out the names of the newspapers and periodicals to be found in the room. The newspaper stands are arranged at right angles from the North wall, and each stand bears tablets with the names of the papers placed upon its slopes. Some much consulted papers are divided; "The Times" is an example; it is divided into three parts, so that one reader does not monopolise the whole of the paper at once. To remedy unfair retention of a newspaper by one reader when another reader wishes to see it a rule has been made that "no newspaper shall be retained longer than ten minutes . . . after it has been enquired for by another person." On the South wall is a periodical rack in which are kept numerous periodicals for which accommodation cannot be found on the slopes or in the Magazine Room. Beside it is a board on which the time tables and guides of the principal railway companies are hung. These, and the periodicals, are to be read or consulted at the tables close by. It is expected that readers will have enough consideration for other people to return them to their places after use. Next to the time tables is a large notice board, on which maps, illustrations, and lists bearing on

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the news of the day, or other material of interest to readers are displayed. Beyond the counter are the Directory shelves, in which are to be found, roughly classified, the following works and pamphlets: first tier, Year Books, and the various School and University Calendars; second tier, Directories; third tier, Guides and Literature on the Colonies.

Key to Current Monthly Magazines.—In the vestibule, by the entrance to the Braithwaite Hall, will be seen a key to current monthly magazines. This consists of a number of slips arranged in a specially constructed manilla rack so as to allow of the slips being arranged in any order. The slips bear the titles of the principal articles appearing in the leading reviews and magazines, and are arranged alphabetically by authors under broad class headings. Busy people who wish to keep abreast of current thought and events, as reflected in the magazines, but cannot afford time to scan them all, will find a glance at the key from time to time will enable them to keep touch of all articles appearing on topics in which they take an interest. The slips, when their period of currency in the rack is over, are transferred to a drawer in the Subject Catalogue in the Reference Library, and serve as a key to the current year's magazines (see under "Special Catalogues," page 61).

SOUTH NORWOOD LIBRARY.

The combined Newspaper and Magazine Room is entered opposite the Lending Library counter. On the left on entering will be found the list of periodicals in a glazed frame. To the right of the entrance are the time tables on a stand. The newspapers are arranged on a slope along the South-East wall of the room and on two stands, while a table at right angles to the North-East wall bears the local papers. At the other end of the room on the right is a wall case containing the directories, annuals, and a few quick reference books. The rest of the room is occupied by four tables, on which are arranged the magazines, which are fastened to the tables. A few papers and periodicals, for which there is not space in the Newspaper Room, are to be had on application at the Lending Library counter. These are indicated in the list of periodicals referred to above by the letter "A" against the titles. "The Times" is kept on file for public consultation for three months.

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THORNTON HEATH LIBRARY.

The Newspaper and Magazine Room is entered on passing the counter of the Lending Library. On the right wall on entering is the list of periodicals. On the right also is the periodical rack, from which periodicals may be taken for reading at the table reserved for that purpose. In the opposite corner is a case of directories, annuals and other quick reference books, with a table beneath for consulting them. The newspapers are displayed on stands running at right angles to the walls and on a wall slope. On the West side of the room are two tables, end to end, covered with the more popular magazines, arranged alphabetically and fastened down. Plans showing the papers on each side of the tables are hung on the two pillars on the left of the entrance. As at South Norwood, a few papers for which accommodation cannot be found in the room are to be had on application at the Lending Library counter; these are distinguished by the letter "A" against the titles in the periodical list. "The Times" is kept on file for public consultation for three months.

USE OF THE READING ROOMS.

Readers are reminded that there is a legitimate use of the Reading Rooms of the Libraries. Thoughtless people sometimes make the room a waiting room, or bring novels or other similar works to read at the tables. By this means they often exclude people who desire to read the magazines. It is therefore necessary to say that only people using the room to read the periodicals or newspapers provided are allowed to remain in the room. People using it for obviously different purposes will be requested to leave. It is scarcely necessary to add that sleeping, eating, or smoking are not permitted in these rooms.

PERIODICALS FILED.

The following periodicals are filed permanently and placed in the Reference Library :—

- Academy.
- Architect.
- Art Journal.
- Art Worker's Quarterly.
- Athenæum.
- Bookman.

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- British Archæological Association. Journal.
British Astronomical Association. Journal.
Memoirs.
Builder.
Connoisseur.
Contemporary Review.
Croydon Advertiser.
Croydon Chronicle.
Croydon Citizen.
Croydon Guardian.
Croydon Times.
Edinburgh Review.
Engineering.
Engineering Review.
English Mechanic.
Ex-Libris Society. Journal.
Fortnightly Review.
Geological Society. Journal.
Home Counties Magazine.
Independent Review.
Institution of Civil Engineers. Proceedings.
Knowledge.
Law Journal Reports.
Library.
Library Association Record.
Library Journal.
Library World.
Meteorological Society. Quarterly Journal.
Meteorological Record.
Miscellanea Genealogica et Heraldica.
Modern Astrology.
Musical Times.
National Home Reading Union Magazine. General
Course Section.
Special Courses Section.
Young People's Section.
National Review.
Nature.
Nineteenth Century and After.
North American Review.
Notes and Queries.
Our Local.
Picture Politics : Croydon Edition.
Quarterly Review.
Quiver.
Review of Reviews.

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Royal Society. Proceedings.
Sanitary Institute. Journal.
Saturday Review.
Shilling Burlington.
Society of Arts. Journal.
Spectator.
Studio.
Surrey Daily Argus.
Symon's Monthly Meteorological Magazine.
Theosophical Review.
Times.
Whitgiftian.

The following periodicals are bound and placed in the Central Lending Library :—

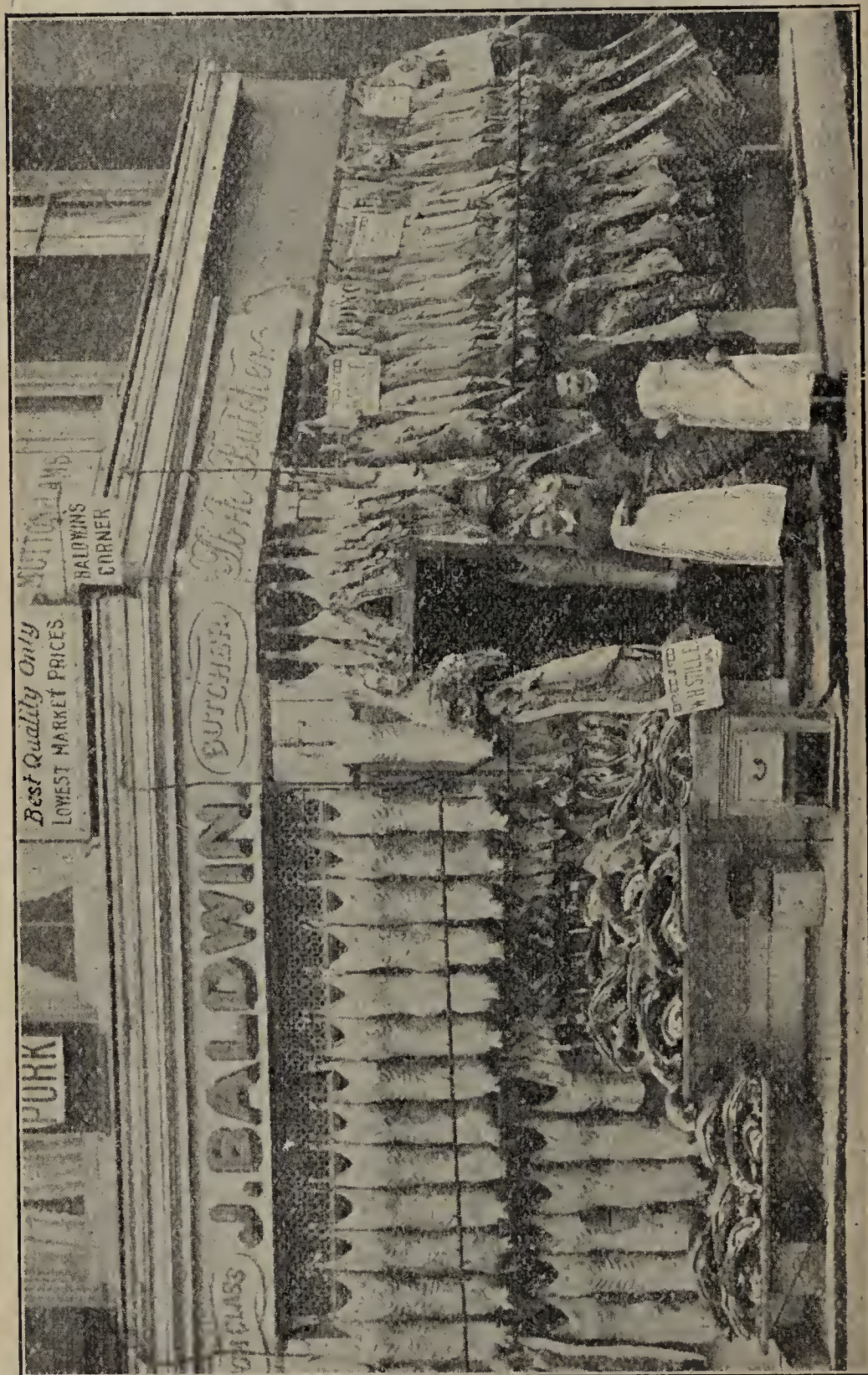
Cassell's Magazine.
Century Magazine.
Chambers's Journal.
Harper's Magazine.
Pall Mall Magazine.
Strand Magazine.
Windsor Magazine.

Certain newspapers and periodicals are filed at the Central Library for a short period only. A list of these may be seen in the News Room.

A revised list of all periodicals, newspapers, and annuals received in the Libraries is printed each year in the "Reader's Index" for January-February.

THE REFERENCE LIBRARY.

The most valuable department of the Library is appropriately housed in its most beautiful apartment, the Braithwaite Hall. The Reference Library, which occupies the greater part of the hall, is entered from the right of the vestibule. A considerable part of the collection (about 6,000 volumes) is placed upon open shelves, to which all comers have unrestricted access. All that is required of the visitor is his or her name and address, which is to be written in the Visitor's Book at the barrier, dividing the





Reference Library from the Magazine Room. The reader may then go to the shelves and select freely from the books, which he should take to the tables to consult. When done with these should be closed and left on the table, not returned to the shelves; the replacing is done by the staff to ensure accuracy and to enable statistics of issue to be taken. The use of ink is only permitted at the special table set apart for this purpose, where pens, ink, and blotting pads are provided. The privilege is strictly limited to *bona fide* work in connection with the Library books; the writing of letters, &c. is not allowed. A map measurer, magnifying glass, compasses, T square, drawing board, lead-pencils, rulers, and scrap paper may be obtained for use free on request. For the convenience of readers also foolscap paper is supplied at a charge of $\frac{1}{2}$ d. for two sheets. Immediately on the right of the entrance are the staff tables. The reader should unhesitatingly make use of the services of the Librarian-in-Charge and his assistants in learning the exact extent of the material available upon any subject required, or for other help. Close to the staff tables are the elaborate Card Catalogues of the department, which are fully described in the section on "The Card Catalogues," page 53. Below the Card Catalogues are shelved various indexes to the contents of books of essays and magazines, with other bibliographical aids to research. Next the Catalogues, at the end of the room, is a special stand with double slope for the convenient consultation of extra large folio volumes, such as atlases, &c. A few small portable reading stands are placed on the tables. Close by the special stand just mentioned is a case in which books are to be found gathered together temporarily for the illustration of some particular subject, usually a subject treated in a reading list in the "Reader's Index," in which case the list, mounted on cards, is hung near by. The latest additions to the Library are displayed in racks at the ends of the cases for some little time before being inserted in their proper places on the shelves. A plan of the department showing the position of the book presses, &c., and the sequence of classes is hung on the second case. The books are arranged on the shelves in classified order on the same system as is followed in the lending libraries, except that some subjects are more minutely divided (see for an explanation of the classification, page 67). As the number of large books in the Reference Library is considerable, the undue waste of shelf room which would result if large and small books were placed side by side, is

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obviated by separating the books into three series, according to size, viz: octavo and under (under 10in. high); quarto (under 12in.), denoted by "q" before the class number; and folio (12in. and over), denoted by "f" or "x" before the class number. The quartos and folios are shelved in special cases, the quartos above, the folios below. Consequently a reader requiring the books on any subject, *e.g.*, Botany, should not content himself with looking merely under 580 Botany, where he will only find the books under 10in. in height, but should refer also to q580 in the quarto shelves and f580 in the folio shelves before he can be sure of having exhausted the material on that subject on the open shelves. On these shelves will be found works of the quick reference type, such as dictionaries, and encyclopædias, and many valuable reference books which are of general interest and in more or less constant use. The books relegated to the Gallery and the Stack Room (in the basement) consist mainly of bound volumes of periodicals, long series, catalogues, works which though of value to the specializing student are of only incidental interest to the general reader, and special collections. To obtain any of these books it is only necessary to write the location or call numbers on a slip provided and hand to the attendant. A few books, marked with a (*) in the Card Catalogue, are issued only by permission of the Chief Librarian. In certain cases where the object in view will be better served, a reader may be allowed to consult the shelves in the private part of the Library.

Reference use of Lending Library.—Any book in the Lending Library (except fiction) may be obtained for consultation in the Reference Library, unless of course it is in circulation. That the reference reader may know what material is thus available, he may consult both the Card Catalogues and the shelves in the lending department by obtaining a pass from the Reference Attendant. On presenting this pass at the entrance wicket in the Lending Library, the reader will be admitted to the shelves. After he has selected the books he needs, he must enter the names of the authors and the titles of the books on the back of the pass, and hand the pass, together with the books, to the Assistant at the exit wicket. The reader should then return to the Reference Library, and the books he has chosen will be brought to him there.

Home reading of Reference Books.—Readers who find it impossible or inconvenient to consult a book in the

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Reference Library, and who reside in Croydon, may make a written application, preferably on a form provided, to the Chief Librarian for permission to borrow it for home reading. This application must state the period and purpose for which the book is desired, and the reason for not being able to use the book in the Reference Library. Quick reference books, such as encyclopædias and dictionaries, very expensive or rare books, and books in constant demand will not be issued under this regulation. No ticket is necessary for this special privilege.

Information Desk.—It has not been possible up to the present to organise a proper "information department," but the Libraries make an effort to give information, and especially to help readers themselves to find what they want to know in books. A card record is kept of all queries and answers, so that gradually a fund of gathered information and references is being accumulated which will generally render unnecessary fresh research so far as these queries are concerned. Record is kept also of all unanswered queries. One section of the work will have an interest for most readers, and that is the supplying of holiday information. The publications and handbooks of the various railway companies are kept, and in many cases copies are obtained for distribution to enquirers. It will be understood by readers that as no member of the staff can be set apart for the work involved it can only be done as other duties will permit.

SPECIAL COLLECTIONS.

The following special collections are housed in the Reference Library.

SURREY COLLECTION.

This consists of books, pamphlets, manuscripts, prints, drawings, maps, plans, broadsides, and cuttings, illustrating the history and topography of Croydon and Surrey, exclusive of London in Surrey. It is by no means complete even as regards the Borough, and as regards the County it is merely the nucleus of what it is to be hoped it may some day become, a County collection worthy of the largest town in the County outside London, in which all the

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Supplies Perfect Fitting Artificial Teeth at most Moderate Charges. Badly fitting Teeth re-adjusted at a small cost. Consultations Free. Established in South Norwood 30 years. Trams stop at the door.

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Tailoring cut on the premises and made in the neighbourhood.

TALKING MACHINES, &c.

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MADAME FEAVIOUR,

Milliner and Costumier,

43, HIGH STREET,

SOUTH NORWOOD.

multifarious aspects of the life of Surrey may be represented in book, pamphlet, leaflet and print. Until a much needed special fund is forthcoming for purchase of local books and prints the collection must depend upon donations as the main source of its growth. Secretaries and members of various organisations in the town and county should make a point of seeing that the Library receives copies of all publications, such as reports, programmes, &c., issued by these bodies. It would take a large part of the time of an assistant, which cannot be spared, to keep track of all this floating material, which rapidly disappears, but which to the next generation of Croydonians and Surrey men will be replete with interest and value. The collection is shelved in a special room, and is at present being systematically classified and catalogued. The local prints, however (nearly 600 in number) are classified on the same system as the prints of the Photographic Survey and Record of Surrey (see below).

LIBRARY OF CROYDON NATURAL HISTORY SOCIETY.

This collection, numbering nearly four hundred volumes, for the most part in general science, physics, chemistry, geology, palæontology, biology, botany, and zoology, the property of the Croydon Natural History and Scientific Society, is accommodated in the Reference Library. The books are shelved in the Gallery, and can be borrowed by any reader for use in the room, as other books. Members of the Society only are allowed to borrow from the collection for home reading on making application to the attendant, who will require evidence that the applicant is a member (as a receipt for current subscription, or letter signed by an Official of the Society). A catalogue of the Library was published by the Society in 1902. The books are also carded in the main catalogues, and are distinguished by the letter "M" in front of the class numbers.

CIRCULATING COLLECTION OF PHOTOGRAPHS

A special collection of photographs illustrating pottery and porcelain, silver, bric-a-brac, lace, glass, artistic furniture, and wood carving is stored in the Reference Library; in addition there is a small collection of astronomical photographs. The collection has been formed to assist art

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WEST CROYDON STATION.

students and workers who are unable to study directly the actual objects photographed. Every illustration has been selected by expert advice, and the collection may be consulted by any reader. The photographs may be borrowed for home reading on conditions explained on page 13. Portfolios are provided for the conveyance of the photographs to and from the Library. There is a special catalogue on cards.

PHOTOGRAPHIC SURVEY AND RECORD OF SURREY.

The Photographic Survey and Record of Surrey was inaugurated in May, 1902, for the preservation "by permanent photographic process of records of antiquities, anthropology, buildings of interest, geology, natural history, passing events of local or historical importance, portraits of notable persons, old documents, rare books, prints, maps, and scenery, so as to give a comprehensive survey of what is valuable and representative in the County of Surrey." The collection now numbers over two thousand prints, all of which are mounted, classified, and stored in boxes in the Reference Library, where they may be referred to in the ordinary way. The main headings of the classification are as follows:—01-47 Topography, 48 Art, 49 Literature, 50 Geology, 51 Palæontology, 52 Zoology, 53 Botany, 54 Architecture, 55 Antiquities, 56 Meteorology, 57 Passing Events. The topographic numbers above are the numbers given to the sheets of the 6in. Ordnance Survey Map, covering an area of about three miles by two. These numbers are used in subdividing many of the subject heads, *e.g.*, 541 Churches, so that views of all churches in a given quarter sheet map are brought together. In asking to see prints readers should be as definite as possible as to what is wanted so as to avoid all unnecessary handling of the mounts and prints. All information as to membership and work of the Survey will be given at the staff tables, or on application to the Honorary General Secretary, F. F. Wood, Esq., 11, Milton Road, Wallington. Photographs by non-members (especially of local events) will be gladly accepted either by the Chief Librarian or the Honorary Survey Secretary, H. D. Gower, Esq., 55, Benson Road, Croydon; they should be in a permanent process, and preferably unmounted.

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N.B.—I hold one of the Largest Stocks in the County.

THE CARD CATALOGUES.

The contents of the Libraries are catalogued on cards contained in cabinets placed in all the Libraries. This form of catalogue, in which every work is catalogued on a separate card, has the great advantage of enabling additions to be continuously inserted at any place whatever be the order, alphabetical, classed, or other, in which the cards are arranged. It is therefore always up-to-date. Other advantages are that it bears handling and keeps clean far longer than any form of book or sheaf catalogue.

Some little knack is needed to handle the cards easily and quickly. The secret is to turn them over with the finger tips at the *sides* of the cards, not at the top edges. Under no circumstances should the projecting guide cards be fingered, the tabs of which get in this way bent or broken.

All Catalogues in the Lending Libraries are Union Catalogues, *i.e.*, they contain the books in *all* the Libraries and not merely in the particular Library in which any catalogue is placed. This is important in view of the facilities given for inter-library exchange (for which see page 29). The method of indicating the Libraries where copies of a work are to be found is by the letters **CST** in black-face type at the end of entries. **C**—Central; **S**—South Norwood Branch; **T**—Thornton Heath Branch; and occasionally **R** is used for the Central Reference Library.

As books in the Lending Library (except fiction) can be drawn for use in the Reference Library a means has been provided whereby a reference reader may consult the Lending Catalogues, see for particulars, page 45.

Readers who are frightened at the detailed explanations which follow are referred to the concluding section on page 65, "The Card Catalogues at a Glance."

THE NAME CATALOGUE.

Where provided.—Central Lending (excluding fiction and juveniles, for which see below). Central Reference.

What it contains.—The entries in the Name Catalogues are arranged alphabetically. It is so called because it contains in one alphabet under names the following information —

- 1) Authors. White cards.
- 2) Lives of persons. Blue cards (Reference Catalogue).
White cards (Lending Catalogue).
- 3) Bibliography of persons. Orange cards (Reference Catalogue only).

Catalogues or Lists of works, editions, criticisms, &c., not the works, &c., themselves.

- 4) Series. White cards.

This includes publications of the various publishing societies. In the Reference Catalogue the Series Card directs to a bound volume shelved by the cabinet, in which the official lists of the Series are kept and marked for volumes in the Library.

Order of Cards.—The order of the cards under any particular name is as follows :—

- a) Bibliography.
- b) Collected works.
- c) Individual works, by titles ; followed by
- d) Works about them, criticism, &c.
- e) Lives.

Guides.—Letters on the outsides of the drawers, and names at convenient intervals on buff guide cards within the drawers enable any name desired to be readily found. Each *series* is indicated in the Lending Catalogue by a special blue guide.

Consultation by Telephone.—As Name Catalogues (except for fiction and juveniles) are not provided at the Branches, queries which can only be answered by the Name Catalogue will be telephoned to the Central Library and answered as soon as the necessary reference has been made.

THE NAME CATALOGUE (FICTION).

Where provided. — Central. South Norwood.
Thornton Heath.

What it contains. —1) Authors. 2) Titles.

THE NAME CATALOGUE (JUVENILES).

Where provided.—Central. South Norwood.
Thornton Heath.

What it contains.—1) Authors. 2) Titles of all works of fiction, and some non-fiction.

Juvenile subject references are incorporated in the Main Subject Catalogues.

THE SUBJECT CATALOGUE.

Where provided.—Central Lending. Central Reference. South Norwood. Thornton Heath.

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What it contains.—The Subject Catalogue, as its name implies, contains the works in the Libraries arranged in systematic order of the subjects of which the books treat. Thus Darwin's "Origin of Species" will be found under Evolution, along with the cards of other works on Evolution, which cards again will be part of a larger group dealing with Biology, and these of a still larger group of cards containing the books on Natural Science. This systematic order is kept up by means of *class* or *subject numbers*, written in the upper left hand corners of the cards, by which the cards are arranged. To find any subject group therefore it is necessary to know the *number* of the subject, and this is easily ascertained from the *Index of Subjects*, described below.

Guides.—Each drawer is labelled with the inclusive numbers contained in it, *e.g.*, 740—779 (Drawing—Photography). Within the drawer are guide cards bearing the numbers of every subject represented in it, and further indicating either by colour or the positions of the projecting tabs the place of each group in the scheme, whether class, division, section or sub-section. This system of guiding is illustrated in the diagram below.

Order Under Subject.—The order of the cards in each numbered group, *i.e.*, in each subject, is:—

a) Best books card. Orange card.

A few titles of the best books on the subject represented, with a special view to those commencing its study. Comes immediately behind the guide card.

b) Bibliography. Orange cards (Central Reference Catalogue only).

Catalogues or *lists* of works on the subject, *not* the works themselves.

c) Lives of persons illustrating the subject Blue cards (Central Lending and Reference Catalogues.)

d) Fiction illustrating the subject. Yellow cards (Central Lending Catalogue).

e) Works on the subject. White cards.

Within these sections the order is alphabetical by authors and titles.

Added Entries.—Many works of course deal with more than one subject. Such books can only be *shelved* in one subject, but they can be *catalogued* in as many places as is necessary. Such added or supplementary entries are indicated by having the added subject number in *red ink* in the top left corner of the card; but the larger number in black ink is the class mark of the book, and shows where it is shelved.

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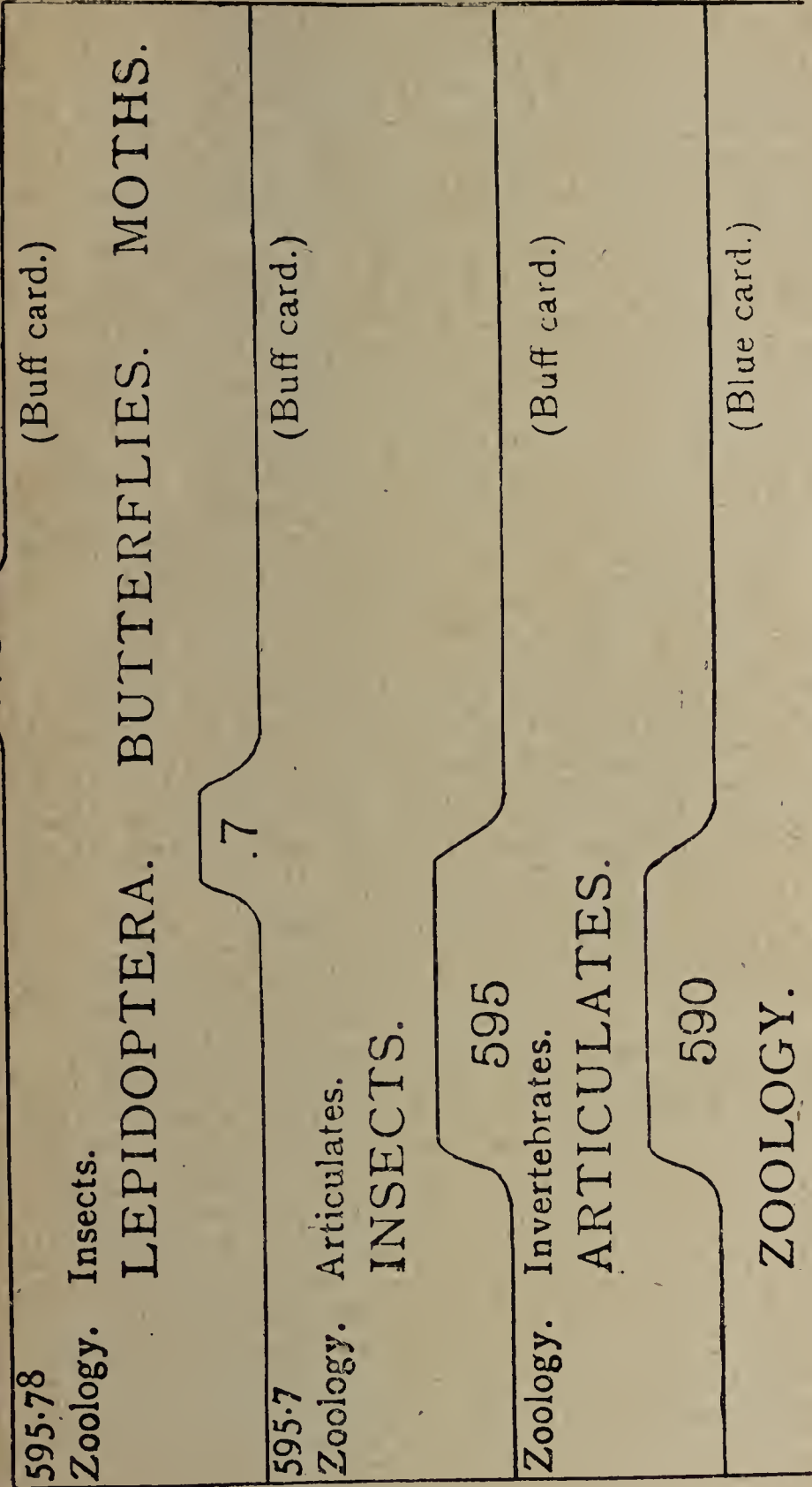


DIAGRAM OF GUIDING OF SUBJECT CARD CATALOGUES.



SPECIAL CATALOGUES.

Where Provided.—Central Reference.

Classified Index to Current Year's Periodicals.

—The cards forming this extremely useful key to the principal contents of the magazines, after having been displayed on the board at the entrance to the Braithwaite Hall for the current *month* (see page 33), are arranged in classified order in one of the drawers of the card cabinet and kept as a complete year's record for three months, *i.e.*, the cards for 1906 for example will be kept till April, 1907. Then all that is considered to be worth permanent preservation is worked into the General Subject Catalogue, and other references (including all references to magazines placed in the Lending Department) filed elsewhere for occasional consultation, if required. Speakers, writers of papers, and others will find this Special Catalogue of great service.

Circulating Collection of Illustrations.—On cards in classified order. This collection is described on page 49.

Classified Reading Lists.—This catalogue consists of reading lists on a variety of topics, prepared by the Libraries staff, and printed in the "Reader's Index," mounted on cards to permit of additions and revision from time to time. The lists are marked with their appropriate class numbers and arranged in that order.

THE SUBJECT INDEX.

This is the key alike to the books on the shelves and to the cards in the subject catalogue.

Where Provided.—At all the Libraries, in printed form. Copies may be purchased by readers at one penny each. At the Central Lending and Reference Libraries there is also a copy on cards, which is more complete than the printed copies, and in which new references are inserted as need arises.

What it Contains.—All subjects on which the Libraries possess books or other literary material. It does *not*, however, include *names of persons*, save in connection with some such topics as periods of history or schools of thought. Moreover, the absence of a topic does not necessarily mean that there is *no* material on it, seeing that the index can never be completely exhaustive, and that a

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topic may be accidentally omitted; also, it may be included in a wider topic, *e.g.*, not finding Petroleum, look for Oils.

How to Use.—Find the subject you want as you would find a word in a dictionary. Opposite the subject-word is a number. Now if you want to go directly to the shelves find the books bearing this number on the shelves, in their proper numerical sequence; if you want to refer to the *Subject Catalogue*, find the cards bearing the same number, also in their proper numerical position among the other cards. It is best to turn up the cards first, because books may be out, and because the Catalogue contains references to books classed and shelved elsewhere, but containing material on the topic sought.

Notes.—In cases where two numbers are given in a line, thus:

Animal psychology. Zoology. 591 591.5

the *second* number is used in the Reference Library only; it indicates a more minute classification.

The headings following the entry-words indicate the larger divisions of the classification in which the subject is included, as in the preceding example, where Animal Psychology is shown to be a part of Zoology; or the various *aspects* of a subject. Thus the subject of the *Brain* may be thought of in regard to its functions as an organ of the body, in which case it is a part of *Physiology*; or, as synonymous with the *mind*, in which case it is a part of *Metaphysics*; or in relation to *diseases* of the brain, when it is a part of *Pathology*; or in regard to the influence of the mind on the body; in all these cases the subject number is different, and this is indicated clearly by means of the supplementary headings, thus:

Brain. Diseases	616
Mental faculties	150
Mind and body	130
Physiology..	612

When a topic is sub-divided, its sub-divisions are not repeated under the main-entry word. Thus, if one looks for Zoology the number given is 590, which is Zoology in general, but if one looks for Mammals the reference is to 599, the special sub-division number for mammals under 590. *The full material on Zoology can only be found by consulting all its sub-divisions* (which follow the general division in numerical sequence); and even the more inclusive divisions, 570 Biology and 500 Science in general.

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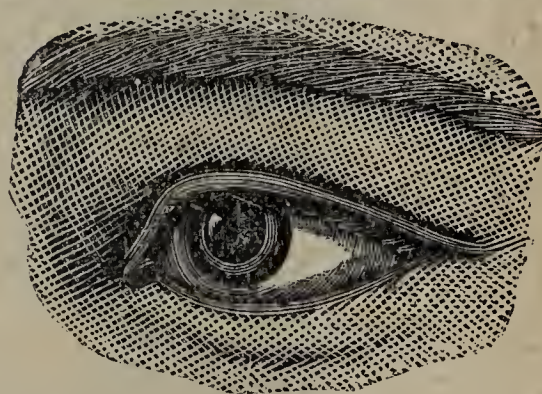
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THE CARD CATALOGUES AT A GLANCE.

Observe.—Whenever the Subject Catalogue is named below reference should *first* be made to the Index of Subjects, which is the key to the Subject Catalogue.

To answer the following questions :—

Look up :—

Have the Libraries a book of which

- | | |
|---------------------------|---|
| 1. the author is known ? | 1. Name-catalogue under author's name. If Fiction, look up Name-catalogue-of-Fiction. |
| 2. the subject is known ? | 2. Subject-catalogue, under subject. |
| 3. the title is known ? | 3. Name-catalogue-of-Fiction, under title. |

What have the Libraries

- | | |
|---------------------------|--|
| 4. by a given author ? | 4. Name-catalogue, under author. If Fiction, look up Name-catalogue-of-Fiction. |
| 5. on a given subject ? | 5. Subject-catalogue, under subject. |
| 6. in a given series ? | 6. Name-catalogue, under title of series. |
| 7. about a given person ? | 7. Name-catalogue, under person's name. In Branches look up person's name in Subject-catalogue, under Biography. |
| 8. about a given work ? | 8. Name-catalogue, under author and title of work treated of. Or Subject-catalogue, under subject and work treated of. |

9. **What are the best books on a given subject ?** 9. Subject-catalogue. *Under certain subjects, orange "best books" card follows the guide card.*

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To answer the following questions:—

Look up:—

**What literature has
been written about**

- | | |
|---|--|
| 10. a given person? | 10. Name-catalogue in Reference Library, under person's name, orange cards. |
| 11. a given subject? | 11. Subject - catalogue in Reference Library, under subject, orange cards. |
| 12. What lives illustrate a given subject? | 12. Subject-catalogues, both in Central Lending and References Libraries, under subject, blue cards. |
| 13. What Novels illustrate a given subject? | 13. Subject-catalogue, Central Lending Library, under subject, yellow cards. |



BRIEF EXPLANATION OF THE CLASSIFICATION.

The Dewey (so called from the name of its inventor) or Decimal classification (in allusion to its employing only the decimal numbers) divides the field of knowledge as represented in books into *ten* classes, further dividing each of these ten classes into *ten* divisions, again sub-dividing each division into *ten* sections, making in all 100 divisions and 1,000 sections.

The classes are distinguished by the digits 0 to 9, the divisions by the same moved one place to the right, the sections by the same moved two places to the right, *i.e.*, they occupy the hundreds, tens, and units positions respectively. Thus—

523=class 5 (Science), division 2 (Astronomy),
section 3 (Descriptive Astronomy).

and all the books on Descriptive Astronomy are numbered 523, which is termed their *class number*.

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By adding numbers after a *decimal point* sub-sections to any extent may be provided for. Thus—

523 being Descriptive Astronomy

523.7 is the Sun (sub-section of 523).

Sub-sections are only used by the Library where a more detailed classification than that given by the three figures is desirable.

Class 0 is General Works, and 0 means General wherever it occurs. Thus—

500 is class 5, *no* division, *no* section, consequently
500 is Science in General.

520 is class 5, division 2 (Astronomy), *no* section,
consequently

520 is Astronomy in General.

Thus General Works precede special works alike in the main classes and in each division.

The classes are as follows:—0 General Works, 1 Philosophy, 2 Religion, 3 Sociology, 4 Philology, 5 Natural Science, 6 Useful Arts, 7 Fine Arts, 8 Literature, 9 History.

These are the Dewey classes proper. In addition the Library has made a special class marked T Description (which is made part of History in Mr. Dewey's scheme), arranging immediately after History, and divided into divisions and sections by numbers exactly like class 9. Thus—

942 is History of England, then

T42 is Description of England,

all that is necessary to change a history into a corresponding description or travel number being to change the 9 in the hundreds place into a T.

Convenience is also best served by marking Individual Biography B, and shelving it separately after T, in the order of names of persons written about.

Fiction is not classified.

The books are arranged on the shelves in the simple numerical order of their class numbers.

Books bearing the same class number are then arranged by names of authors. To facilitate this order within the number the first three letters of the arranging name are written upon the tag (see for an example page 25). In the Reference Library an elaboration of this simple author symbol is employed, giving distinctive marks to

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authors whose names begin with the same three letters, and also to separate works by the same author.

The *key to the system* is the alphabetical Index of Subjects, fully described on page 61. In this the subject required is turned up. Against it is its class number. Knowing this number the reader can go at once to the books on the shelves and see the resources of the Library on that subject. It does not matter whether the reader understands the classification or not, as far as the mere using of it is concerned. If he can use a dictionary and knows the order 1, 2, 3, &c., he can use the classification.

Book entries are arranged under these numbers in the Subject Catalogues. The same number therefore is a reference to the exact place where the books are entered in the Subject Catalogues as well as a reference to the exact place of the books themselves.



MISCELLANEOUS ACTIVITIES.

LIBRARY TALKS.

During the winter months Library Talks are held fortnightly in the Lecture Room at the Central Library, and at the date of writing parallel series are being held at the Thornton Heath Polytechnic. The Libraries possess (jointly with the University Extension Local Committee) an optical lantern, and, generally speaking, the Talks are illustrated by its aid. The aim of the Talks is to excite an intelligent interest in the subjects dealt with, and especially to encourage their further study by means of the books on the Library shelves. With this particular aim in view, at each Talk, book slides, bearing titles of books on the subject of the Talk and their location in the Libraries, are exhibited on the screen before the Talk commences. As a rule the lecturer comments on these and their relative values. Further, a large selection of the actual books are displayed in the Lecture Room some time before the talk, which may be freely examined, and with few exceptions borrowed for

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SMITH'S WORK IN ALL ITS BRANCHES.

home reading, without a ticket, as is explained under "Privilege Issues" on page 75. Special programmes of the Talks, illustrated by brier reading lists, are issued before each series commences; these may be had free on application at the Libraries. All Library Talks are free.

LIBRARY READINGS.

Library Readings, which may be regarded as complementary to the Talks, are also occasionally held. These are based upon the belief that as people can be interested in hearing about books so they can be interested in hearing selections read from them. The readings are usually from a single author or on a single subject, the extracts being connected by a thread of comment and explanation from the reader. For some years past a Shakespeare play has been read, following up a Talk on the play.

BOOK AND PRINT EXHIBITIONS.

At intervals the Libraries arrange exhibitions of books and prints in the Lecture Room at the Central Library. On tables in the room are arranged the best books, and on the walls the prints the Libraries contain on certain subjects. These are grouped broadly so that the visitor can gain some idea of how far the subject is represented. Each visitor is provided with a plan of the room showing the position of the books and prints, and is allowed to handle and examine them. A member of the Libraries staff attends in the room and explains the features of the books to those who wish. Examples of subjects which have been illustrated by exhibitions are Costume, Furniture, Gardening, Technical Books, and Quick Reference Books.

LIBRARY TALKS TO CHILDREN.

Talks to children are held weekly throughout the Winter. The aim of these is essentially the same as that of the Library Talks to Adults, but the Talks are delivered in a manner and on subjects such as can be easily followed and appreciated by children of between eleven and fourteen years of age. Admission is by tickets, which are distributed through the kind co-operation of the Head Teachers to the scholars at the Elementary Schools of the Borough. The Talks are almost invariably illustrated by the lantern. The demand for these Talks has been far beyond the accommodation the Libraries are able to provide, so that it has never been possible to send more than a proportion of the tickets applied for.

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LIBRARY OBJECT LESSONS TO SCHOOL CHILDREN.

A new development of much interest in the work of the Libraries is that of lessons to the elder children in the Elementary Schools, and to the pupils in Secondary Schools, in the use of the institution. The scheme of these lessons has been approved by the Education Committee. A party of children about 20 in number is brought to the Library on Monday and Wednesday mornings, and a simple demonstration is given in the use of the classification and in the methods of finding the books on the shelves.

“PRIVILEGE” ISSUES.

It is customary to exhibit at the Library Talks, the books referred to by the lecturers or on the subject of the talks, for examination by the audience. The committee further permit such of these books as are for home reading to be borrowed by any person present (if a resident within the Borough), immediately before or at the conclusion of the talk, *whether a member of the Lending Libraries or not*. No ticket is needed; all that is necessary is that the borrower shall write his (or her) name and address on a slip, and undertake to obey the ordinary Library regulations as to time of return (within 15 days), and as to making good any damage. It is to be understood that this is a “privilege” issue, and that the book so obtained cannot of itself be exchanged for another book. If, however, the borrower is not a member, he may—and it is hoped will—take an application form, which if properly filled up and returned along with the book will entitle the applicant to a Library ticket, and another book at the time of return.

Similar arrangements can be made at other suitable lectures given in the town, and any requests for this service from societies and institutions will be sympathetically considered.

THE NATIONAL HOME READING UNION.

The Libraries are an Honorary Member of the National Home Reading Union and receive the General and Special Courses Magazines of the Union. During the Winter months Reading Circles in connection are held in the Central Library Lecture Room, where the Libraries place at the disposal of members all the books they contain bearing on the subjects under discussion. Circles have been held on such subjects as “The Open Air,” “Social

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THE READER'S INDEX.

"The public of Croydon is indeed brilliantly served"—
M. H. Speilman, Editor of *The Magazine of Art*
(speaking of *The Reader's Index*).

A Library Magazine, "The Reader's Index," is published every two months, on the first of January, March, May, July, September, and November. Its price is one penny, or sixpence per annum, post free one shilling. This should be subscribed to by every borrower, as it contains information which is indispensable if one would make full use of the Libraries.

First and principally it is a list of all the additions to all the Libraries. These are arranged in the order of the broad divisions of the classification, and have very full descriptive and explanatory notes; in fact, *The Library World* has described "The Reader's Index" as "the fullest and best annotated list published in the United Kingdom." Of every book an attempt is made to set forth the qualifications of the author, the subject of the book, its object, its relation to other books on the subject, to note the presence of bibliographies, glossaries, and any other features which make the individuality of the book. Criticism is in the main avoided, when inserted it is always on the authority of a critical or literary journal of reputation, and the source is mentioned so that the reader may be able in some way to estimate the weight of the criticism.

Another important feature of "The Reader's Index" is the Reading List. Almost every number contains a carefully planned and logically arranged list of works on some current or other subject of interest. These are of great value as guides to material for students of the subjects treated, and are specially useful for those who desire to take up the study of the subject and are without direction as to the nature and extent of the literature upon it. Thus a reading list on Napoleon will bring together the lives of Napoleon, lives of contemporaries who had

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important relations with him, the European general, naval and military histories of the time, and so forth—material which would necessarily be scattered in an ordinary catalogue. This matter is then arranged under suitable heads and the various features of the works described. Special catalogues of books or other material (*e.g.*, illustrations) also appear at intervals.

In addition the Magazine contains brief articles on byepaths in literature, such as English Letters, Garden Books, English Essays, Napoleon in Fiction, Travelling, and so on. These are written with direct reference to the books on the subjects in the Libraries.

Every issue contains a brief report on the work of the Libraries for the preceding two months, lists of donations, changes in the newspapers and periodicals taken, and notices of the Library Talks, Book Exhibitions, Reading Circles, and all other activities of the Libraries with which readers should be acquainted.

It will be readily understood that the issue of the Magazine entails a large amount of research, labour, and expense. It is hoped, therefore, that every borrower will make a point of subscribing to it. Rightly used "The Reader's Index" will enhance the value of the Libraries a hundred fold.

THE SCHOOL LIBRARIES.

A system of School Libraries was inaugurated in 1904, as the result of co-operative action between the Education and Libraries Committees. Under the scheme a Lending Library is placed in every Elementary School in the Borough, which is established and maintained by the Education Committee. There is a small committee, consisting of representatives of the Education and Libraries Committees and of the Head Teachers, which advises as to management. The Chief Librarian acts as Librarian of the School Libraries, and the general administration is carried on at the Central Library. Each School has a School Librarian appointed by the Head Teacher, who takes charge of the books and issues them to the children. At the date of writing there are 57 collections of books, amounting to about 4,000 volumes in all, the individual collections ranging from 75 to 125 volumes. The collections are

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annually changed so as to give, while the Libraries are small, a wider field of choice, and the books are kept in good condition, as regards binding, &c., by periodical inspection. So far it has only been found possible to supply books for the children in grade iv. and upwards. The great importance of introducing children to the best literature and inculcating not only the reading habit but a taste for what is good in the early years, and so influencing the all-potent imaginative life of the child, is now recognised by all the leading authorities on education. It is also clear that generally speaking the teachers are best able to supervise the reading of the children committed to their care. It is in this regard that a system of Lending Libraries in the schools must have an advantage over, though it need not exclude, any other method of meeting the library needs of children.

RULES AND REGULATIONS.

CENTRAL REFERENCE LIBRARY.

HOURS.

1.—The Reference Library (Braithwaite Hall) shall be open to the public on every week-day from 9.30 a.m. to 9.30 p.m., excepting Christmas Day, Good Friday, Bank Holidays, and such other days as the Committee may direct.

ADMITTANCE.

2.—No person shall be allowed in the Reference department without signing the Visitors' Book, and such signature shall be taken and considered to be an assent to these Rules. Any person giving a false name and address will be liable to legal proceedings.

WORKS IN LENDING LIBRARY.

3.—Any book for the time being in the Lending Library, except a work of fiction, may be obtained for use in the Reference Library, but it must be given up if required for lending out.

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Rajah, Marcella, Blackfriars, and other cigars kept in stock.

Cigarettes of all kinds.

BOOKS NOT TO BE TAKEN AWAY.

4.—It is expressly forbidden to remove from this department any book, print, photograph, map, manuscript, or other article belonging to the Library, except by special written permission of the Librarian.

CARE OF THE BOOKS.

5.—Readers must not crease, soil, or otherwise injure the works used. Ink is permitted, but only on the table or tables where provided. Tracing will not be permitted, except by special written permission of the Librarian.

6.—The Assistant-in-charge is authorised to refuse to allow books or other articles to be used by persons he may consider not competent to take proper care of them, but any reader so disallowed may appeal to the Librarian.

7.—Readers, before leaving the room, must close up all works which they may have been using, and leave them on the tables. They are not to replace books taken from the open shelves.

NEWS AND MAGAZINE ROOMS.

HOURS.

8.—The News and Magazine Rooms at the Central, South Norwood, and Thornton Heath Libraries shall be open to the public every week-day from 9 a.m. to 10 p.m.,, excepting Christmas Day, Good Friday, Bank Holidays, and such other days as the Committee may direct.

PAPERS NOT TO BE MOVED.

9.—Newspapers, magazines, and reviews shall not be removed from the desks and tables upon which they are placed.

RETENTION OF PAPERS.

10.—No newspaper shall be retained longer than ten minutes, and no magazine or review shall be retained longer than thirty minutes after it has been enquired for by another person.

MUTILATION OF PAPERS.

11.—Any person mutilating any newspaper, magazine, review, or other article, or removing the same from the rooms, will be prosecuted.

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LENDING LIBRARIES.

HOURS.

12.—The Lending Libraries at the Central, South Norwood, and Thornton Heath Libraries shall be open to the public from 10 a.m. until 9 p.m., except Wednesdays (when they will be closed at 1 p.m.), Christmas Day, Good Friday, Bank Holidays, and such other days as the Committee may direct.

ACCESS TO SHELVES.

13.—Only actual borrowers who are enrolled on the Register of the Library shall have the right of direct access to the book-shelves, but their representatives may be admitted at the discretion of the Librarian or one of his assistants. To prevent disappointment, these representatives should come provided with a list of several book titles and numbers. The Librarian shall have full power to limit the number of admissions at any time, and shall settle any disputes between borrowers as to who may have any particular book.

14.—Handbags, Baskets, and Parcels must be left with the assistant at the entrance, who will return them at the point of exit. All articles so left will be at the owner's risk.

CONDITIONS OF MEMBERSHIP.

15.—The conditions under which books, prints, and photographs are lent from this department are as follows:

(a) All persons whose names appear on the current Burgess roll, or who produce the last receipt for the payment of their Poor Rate, may borrow books on their own responsibility after filling up an application for a borrower's ticket on a voucher form provided for the purpose.

(b) Other residents in the Borough may borrow books, but must first obtain a guarantee from a responsible burgess, who must state his or her name and address and sign a form of voucher to be obtained at any of the Libraries.

(c) Such guarantor shall guarantee the due return of all books lent to the borrower free from injury, or shall pay the value of any book lost, injured, or not so returned, or the set of books to which it may belong, as assessed by the Librarian, together with all fines and expenses that may have been incurred by the borrower.

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(d) Any guarantor signing a voucher may withdraw the guarantee by notice in writing as from the date when the notice is delivered, but shall be liable for all books, prints, and photographs issued up to that time, and the ticket issued thereon shall be then cancelled.

(e) If no such voucher can be obtained, any person resident in the Borough can obtain a ticket by making a deposit of 5s. with the Librarian. Such deposit may be applied in payment of any loss or damage and fines or other expenses.

(f) In accordance with Section XI. of the Public Libraries Act, 1892, the Committee will lend books to persons other than those duly qualified under clauses *a*, *b*, and *c*, who pay an annual subscription of 7s. 6d., but such borrowers must conform, in every respect, to all the rules of the Library, and shall have no privileges other than those possessed by the other borrowers.

(g) Printed voucher forms may be had at the Libraries free.

ISSUE OF BORROWER'S TICKET.

222 16.—The voucher must be delivered to the Librarian at the Library, and a ticket will be issued not later than the same day in the following week, but will only be delivered to the borrower in person.

EXPIRY OF TICKET.

222 17.—The ticket will only remain in force for twelve months, and then must be renewed in manner before explained.

TICKETS NOT TRANSFERABLE.

18.—Tickets are not transferable, and any ticket allowed to be used by any other person than the borrower may be forfeited. Any change in the residence of either borrower or guarantor must be intimated to the Librarian within fourteen days after such change, under penalty of the forfeiture of the borrower's ticket. Upon leaving the Borough, or ceasing to use the Library, each borrower must return the ticket to the Librarian, in order that the same may be cancelled, or the borrower will be responsible for all books taken out on such ticket.

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METHOD OF USING TICKET.

19.—On borrowing any book, the borrower's ticket must be delivered up, and will be returned to the borrower when the book is restored to the Library.

EXTRA TICKET.

20.—By applying on an additional voucher form, borrowers may obtain an Extra ticket upon which only non-fiction books will be issued. The Extra ticket will expire at the same date as the ordinary ticket, irrespective of its own date of issue.

TICKET ENTITLES TO ONE WORK.

21.—Each borrower shall be entitled to take out not more than one work at a time, or two works on presentment of an Extra ticket. If a work is in four or more volumes, no more than three consecutive volumes shall be issued together as one work.

ILLUSTRATION TICKET.

22.—Each borrower is entitled to take out on an ordinary ticket not more than two photographs or illustrations from the circulating collection of illustrations in lieu of a book. A special Illustration ticket, on which as many as four illustrations can be borrowed, may be had by applying on an additional voucher form. This will expire at the same date as the borrower's ordinary ticket, and will be governed by the same rules.

CHANGING BOOKS.

23.—No borrower shall be allowed to change any book on the day it is issued.

RETURN OF BOOKS.

24.—Each borrower must return any book, print, or photograph borrowed within **Fourteen Days** from the date of issue. A fine of One Penny per week, or portion of a week, will be charged upon each work kept beyond that time, but on the expiration of the time allowed the borrower may renew the work provided that it has not been asked for by another reader.

BESPOKEN BOOKS.

25.—Any person desiring to have any particular book retained, shall give full particulars to the Librarian or one of his assistants, and pay a fee of One Penny; immediately on the return of the book a post-card will be sent to the

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borrower requiring it, and the book will be retained one day, after which, if not called for, it will be re-circulated; **but works of fiction cannot be bespoken.**

CARE OF THE BOOKS.

26.—Borrowers are required to keep the books, prints, and photographs clean. They are not to turn down leaves or make pencil or other marks. In wet weather borrowers are required to protect the works to and from the Libraries.

27.—The Librarian or one of his assistants shall carefully examine each work returned, and if the same be found in any way damaged, the borrower, or guarantor, must pay the value of the book, print, or photograph, or set of such, according to the estimate thereof by the Librarian.

28.—Borrowers are requested to take the earliest opportunity of reporting any damage or imperfection in the works they receive.

STOCK-TAKING.

29.—The Committee may at any time order that all works shall be returned to the Libraries by a specified date, irrespective of the time allowed for reading, for purposes of stock-taking; but a clear fortnight's notice of such return shall be posted in the Libraries. And in default thereof an additional special fine of One Penny per day or portion of a day for each work detained beyond that date must be paid.

SUSPENSION OF TICKET.

30.—The Librarian shall have power to suspend the use of the ticket of any borrower who shall neglect to comply with any of these rules, subject to the right of appeal to the Committee in accordance with Rule 36.

AGE OF BORROWERS.

31.—No person under 14 years of age shall be allowed to borrow books other than those marked "juvenile" (see regulation below as to school children) or use any part of the Libraries, except by special written permission of the Librarian.

SCHOOL CHILDREN.

32.—School children under 14 may have tickets issued to them on the guarantee of a burgess, but the voucher must in addition be endorsed by their head teacher, unless the teacher is himself a burgess and signs as guarantor.



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READERS' SUGGESTIONS.

33.—Readers desirous of proposing books, magazines, reviews, or newspapers for addition to the Libraries, or of making any suggestions, may do so by entering the title of the book, &c., or the suggestion in the Recommendation Book provided for the purpose, and which will be considered by the Committee. The name and address of the person making the suggestion must be given.

INFECTIOUS DISEASE.

34.—The Croydon Corporation Act, 1900, provides that:

“No person shall return to any Public Library any book which has been to his knowledge exposed to infection from any infectious disease, but shall at once give notice that it has been exposed to infection to the Inspector of Nuisances, who shall cause the same to be disinfected, and then returned to the Librarian. If any person offends against this enactment he shall be liable to a penalty not exceeding 40s.”

The word *book* in the above extract covers any print, photograph, or other work.

GENERAL.

35.—No person who is the worse for liquor, or suffering from the effects of drink, or is uncleanly in person or dress, or who is suffering from an infectious or offensive disease, shall be admitted to or allowed to remain in the Libraries. No person shall be allowed to lie on the benches or chairs, or to sleep in the Libraries, or to interfere with the arrangements for conducting them, or to use the same for any purpose for which they are not intended. No audible conversation shall be permitted, and no person shall smoke, partake of refreshments, or bring a dog upon the premises.

36.—The Librarian may exclude from the Libraries under his charge any person who may be disorderly, or who may in any way disturb the comfort of the borrowers or readers.

37.—In all cases where any persons may consider themselves aggrieved by the action of the Librarian or any other official, a complaint may be made to the Committee, who will decide on all such questions.

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THE BRAITHWAITE HALL.

The Braithwaite Hall is a memorial of the late Rev. John Masterman Braithwaite, M.A., Vicar of Croydon, from 1881 to 1889, who, greatly loved and respected by all, was cut off suddenly in the midst of his beneficent work. Not the least of the schemes he had at heart for the welfare of his parishioners, especially the poorer classes, were the establishment of a Public Library, the setting apart of open spaces for recreation, and the improvement or removal of insanitary dwellings. The Committee of the Braithwaite Memorial Fund therefore handed over to the Council the contributions they had received on condition that the amount should be expended on permanent decorations of the principal room of the Public Library, and that it should be called the Braithwaite Hall.

The room is 64-ft. long by 36-ft. wide and 43-ft. high. The walls are faced with Ancaster stone, and it has a panalled dado of oak 8-ft. high. The fittings and the fine open timber hammer beam roof are also of oak. Along the South side is a gallery with open arcaded balustrade, in which is a range of book-cases. At the West end are three windows containing figures in stained glass representing the *Aims of Knowledge*; Religion is in the centre, with Science and Art on either hand. At the East end the three corresponding windows have heads in medallions representing the *Means of Knowledge*—Thought in the centre, with Reading and Writing at the sides. The five windows along the North front contain heads in medallions with symbols representing the *Branches of Knowledge*, and below each are five typical names connected with the subject. Beginning at the West end the subjects given are :—

Geography, with the names below of Strabo, Mandeville, Raleigh, Cook, Livingstone. *Natural Science*—Pliny, Linnaeus, Cuvier, Darwin, Owen. *History*—Herodotus, Tacitus, Bede, Clarendon, Gibbon. *Law*—Papinianus, Tribonianus, Littleton, Coke, Blackstone. *Philosophy*—Plato, Aristotle, Bacon, Locke, Mill. *Theology*—Augustine, Thomas Aquinas, Wycliffe, Hooker, Jeremy Taylor. *Mathematics*—Euclid, Archimedes, Copernicus, Galileo, Newton. *Physics*—Marquis of Worcester, Watt, Daguerre, Brunel, Faraday. *Medicine*—Galen, Avicenna, Linacre,

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 1/6 and 1/-,

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Harvey, Jenner. *Chemistry*—Roger Bacon, Priestley, Cavendish, Lavoisier, Davy.

The cartoons for these and the other stained glass in the buildings were drawn by Mr. H. Walter Lonsdale, who also afforded much valuable assistance in connection with the sculpture and decorations.

In the pediments above the windows are carved a Dove, for Peace ; an Ox, with yoke, for Patience ; a Bee, for Industry ; a Spider, for Perseverance ; and the head of Minerva for Wisdom. From the hammer beams of the roof are pendant electroliers of wrought-iron and copper, each having ten lamps. The flooring is of teak blocks, laid solid on concrete.

On the exterior the frieze, which was executed by Mr. J. Wenlock Rollins, consists of medallion portraits, heads of writers in the various branches of Science, Philosophy, History, Poetry and Art ; *viz.* : Halley, Newton, and Napier ; Bacon, Locke, and Darwin ; Scott, Tillotson, and Macaulay ; Chaucer, Shakespeare, and Tennyson ; Wren, Purcell, and Reynolds. These names also appear above the windows. Below the windows runs a continuous band of stone, divided into five panels, sculptured by Mr. Roscoe Mullins. These illustrate the philanthropic aims of the Rev. J. M. Braithwaite. The subject of the centre panel is *Religion*, that of the two on the left *Physical and Mental Development*, the two on the right representing *Physical and Mental Relaxation*. Each panel shows in a medallion a seated female figure symbolical of its special subject, and in further illustration of the ideas realistic groups of figures are introduced on either side. Thus, the symbolic figure of Religion is represented with a cross, the realistic groups typifying Devotional Reading, the Common Prayer ; for Physical Development the central figure is Health (Hygiea, with cup and serpent), the groups indicating Pure Water and Pure Air ; for Mental Development the figure is *Study* with a book, the groups suggesting Independent Reading, and Oral Instruction ; for Physical Relaxation the central figure is *Recreation*, holding a wreath of flowers, and the side groups are children at play and youths at cricket ; for Mental Relaxation the figure is *Music* with an organ, the side groups being Instrumental and Vocal Music.

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THE CARE OF BOOKS.

It is believed that the majority of readers recognize that damage done to any book they borrow from the Libraries is really an injury to themselves, and exercise proper care in using books. But want of thought rather than wilful intention is often the cause of much harm. It is reasonable to expect borrowers of books for home reading to protect them on their passage to and from the Libraries. An ordinary volume which has been exposed to rain never recovers its appearance and is often irrevocably ruined. It is scarcely necessary to say that a book should be taken with clean hands. When the book will not open easily—and this is often the case with a new book or one that has been rebound—the reader should not force it open roughly, a process which breaks the back and destroys the shape of the book. Any reader who does not know how to open a book properly will be gladly shown on request. Should leaves be uncut they should be opened with a paper-knife, not ploughed open with a pencil or other unsuitable instrument. Few things damage books so much as the reading of them too near a warm fire, or leaving them exposed to strong sunlight; in either case the covers are warped by the heat and cannot be straightened. Nor should a book be left lying open face downward. Reading books at meals is a practice not to be recommended, as a book seldom escapes this ordeal with unstained leaves. Wetting the finger or thumb to turn over a leaf is both a dangerous and uncleanly habit. Turning down leaves is also very destructive, as the corners so turned are liable to break off. A slip of paper placed between the leaves is a much more effective book-mark. A fruitful source of injury is the mistaken kindness of some borrowers in undertaking to repair books by fastening in loose leaves with paste or stamp edging. The repairing of books demands special skill, and readers are requested to return any books with loose leaves or covers, or with any other damage to the Libraries for repair, and not to attempt to repair them themselves.

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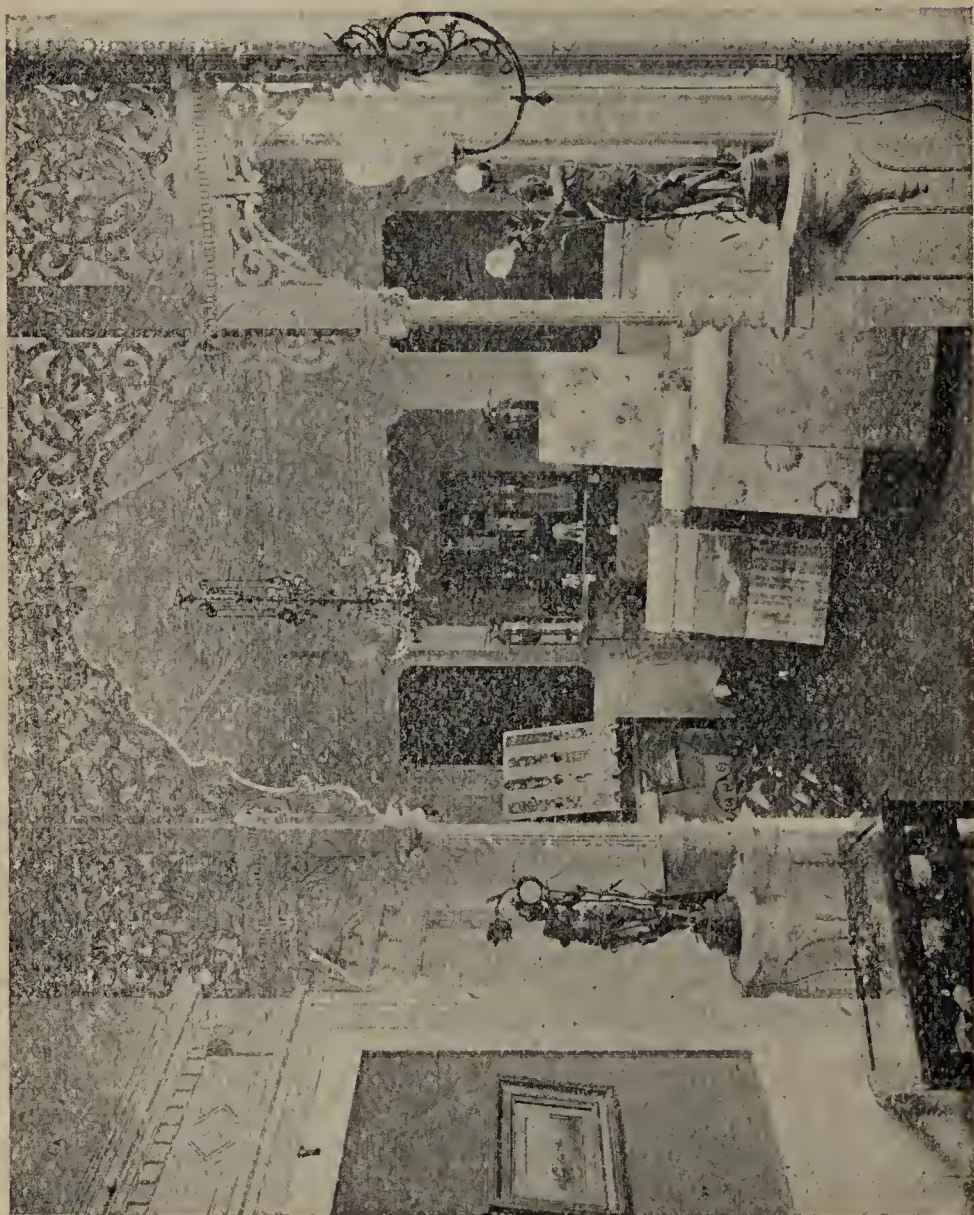
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AND

106, Waddon New Road

CROYDON.

Telephone : No. 157.



hard, wrestled with physically as well as mentally, the margins fingered and played with, the boards forced back, the book in such case will perish in a comparatively short time." *

If readers remember that they have a duty towards library books, and to the town to which they belong; if they remember that a book is a body enshrining the mind of its author, a proper respect for books as books will be cultivated, and the remarks we have made above will become unnecessary.

* Mitchell Library, Glasgow. Concise Guide.

SOME SERVICEABLE QUICK REFERENCE BOOKS.

The following are some of the more obvious quick reference books with which readers would do well to make some acquaintance, because of their value in answering everyday questions. Space precludes more than the most rigid selection of titles in this "Handbook"; but the Reference Library is rich in works of this character.

GENERAL WORKS.

A.L.A. INDEX TO GENERAL LITERATURE	...	q040
CENTURY CYCLOPÆDIA OF NAMES	...	f031
Chambers. Encyclopædia	...	q032
Courtney. Register of National Bibliography	...	016.01
ENCYCLOPÆDIA AMERICANA	...	f031
ENCYCLOPÆDIA BRITANNICA	...	q032
HAZELL'S ANNUAL, 1891, <i>to date</i>	...	032
Poole. Index to Periodical Literature, 1802-1902	...	q050
"Review of Reviews." Index to Periodicals, 1890-1902	...	q050

PHILOSOPHY.

Baldwin. Dictionary of Philosophy and Psych- ology	...	q103
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RELIGION.

THE BIBLE. Young. Concordance	...	q220.2
Blunt. Dictionary of Doctrinal and Historical Theology	...	q203

TELEGRAMS : "ACCURACY, CROYDON."
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Blunt.	Dictionary of Sects and Schools of Religious Thought	q280
ENCYCLOPÆDIA BIBLICA	q220.3
Forlong.	Faiths of Man: a Cyclopædia of Religions	q290
Hastings.	Dictionary of the Bible	q220.3
Hook.	Church Dictionary	283
THE JEWISH ENCYCLOPÆDIA	q296

SOCIOLOGY.

Bithell.	Merchant's Directory	332
Bohn.	Polyglot of Foreign Proverbs	398.9
Bohn & Ray.	Hand-Book of Proverbs	398.9
EVERY MAN'S OWN LAWYER	340
Mulhall.	Dictionary of Statistics	q310
Planché.	Cyclopædia of Costume	q391
Sonnenschein.	Cyclopædia of Education	370
STATESMEN'S YEAR BOOK, 1867, 1872, 1893 to date	320
Stroud.	Judicial Dictionary	340

DICTIONARIES OF LANGUAGES.

ENGLISH.

Barrere & Leland.	Dictionary of Slang	427
CENTURY DICTIONARY	f423
Fennell.	Stanford Dictionary of Anglicised Words and Phrases	q422
Funk.	Standard Dictionary of the English Language	f423
Murray.	English Dictionary on Historical Principles. <i>In prog.</i>	f423
Roget.	Thesaurus of English Words and Phrases	424
Skeat.	Etymological Dictionary	q422
Smith.	Synonyms and Antonyms	424
Sweet.	Student's Dictionary of Anglo-Saxon	429
Wright.	Dictionary of Obsolete and Provincial English	427
	English Dialect Dictionary	f427

ENGLISH-FOREIGN

Baretti.	Dictionary of the Italian and English Languages	453
Fluegel.	Dictionary of the German and English Languages	433

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SOME STATISTICS.

ISSUES.

Total issues since opening 1890-1906	..	5,102,684	vols.
" " " year 1905-06	..	446,910	" "
Average daily issue, 1905-06	..	1,581	" "
This is equal to a little over 3 books issued to every person in Croydon during the year			
Total issues for home reading, 1905-1906		397,136	"
Inter-library loans, <i>i.e.</i> , books lent from one Library to another, 1905-06	..	424	"
Inter-library discharges, <i>i.e.</i> , books borrowed at one Library and returned to another, 1905-06	..	3,162	"
Total issues Central Reference Library, 1905-06	..	49,537	"
Total issues from the School Libraries, 1905-06	..	70,265	"

READERS.

Lending Library borrowers at March 31st, 1906.	..	13,554	persons
Lending Library Tickets in force at March 31st, 1906	..	15,379	tickets

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SOUTH NORWOOD.

Percentage of population who borrow from the Lending Libraries	9 per cent.
Readers in Central Reference Library, 1905-06	21,560 readers
Average daily number of readers in Central Reference Library	70 readers

STOCK.

Total Stock of the Libraries at March 31st, 1906	55,263 items
Or excluding prints	52,829 vols.
Total Stock of the Lending Libraries ..	40,861 ,,
Stock of the School Libraries at March 31st, 1906.. .. .	4,029 ,,

TALKS.

Total attendance at Central Library Talks, Winter of 1905-06 (13 Talks)	2,168 persons*
Total attendance at the Talks to children, Winter of 1905-06	5,013 children

INCOME.

Income from Library Rate of 1d. in the £, 1905-06	£3,835 nett.
---	--------------

* As the capacity of the Lecture Room is only about 160, this is equal to a full room on every occasion.

CHRONOLOGY OF THE LIBRARIES.

- 1886 Public Libraries Acts rejected—February.
- 1887 Public Libraries Acts rejected—March.
- 1888 Public Libraries Acts adopted—21st November.
- 1889 Mr. William Hall appointed Librarian.
- Death of Mr. Hall, and Mr. R. C. Chapman appointed Librarian—23rd December.

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- 1889 Mr. Councillor Morland elected Chairman of Libraries Committee.
- 1890 Central Library opened (in temporary premises)—31st March.
Board School and Shirley Branch Evening Libraries opened—8th September.
Mr. Councillor Edridge elected Chairman of Libraries Committee—9th November.
South Norwood Branch Library opened (in temporary premises)—29th November.
- 1891 Thornton Heath Branch Library opened—6th July.
- 1893 Board School Branch Evening Libraries closed—24th June.
- 1895 Mr. Thomas Johnston appointed Librarian—4th April
Mr. Alderman Foss, J.P., elected Chairman of Libraries Committee—9th November.
- 1896 Central Library transferred to Municipal Buildings—8th June.
Open Access installed at Central Library—15th June
Joint Committee with Lambeth appointed.
- 1897 South Norwood Branch Library transferred to permanent building—29th March.
Open Access installed at South Norwood Branch—29th March.
Meeting of Library Association in Croydon—March.
Open Access installed at Thornton Heath Branch—6th September.
- 1898 Mr. L. Stanley Jast appointed Librarian.
Central and Branches connected by telephone—November.
- 1899 Extra (non-fiction) tickets issued.
First number of "The Reader's Index" published—1st January.
Library Talks inaugurated—18th January.
Open Access installed at Central Reference—15th May.
- 1900 Upper Norwood Library (Croydon and Lambeth Joint) opened—4th July.
- 1901 Home Binding department instituted—7th January.
First Exhibition of Technical Books—March.
Second Meeting of Library Association in Croydon—3rd April.
Meeting of Library Assistants' Association in Croydon—November.

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- 1902 Exhibition of Surrey Prints—February.
Photographic Survey and Record of Surrey inaugurated—9th May.
Mr. Councillor H. Keatley Moore, B.A., B.Mus., elected Chairman of Libraries Committee—9th November.
- 1903 Circulating Collection of Photographs inaugurated—4th March.
Inter-Library loans commenced—4th March.
Inter-Library discharges commenced—10th October.
- 1904 First Series of Library Readings commenced—28th January.
First Exhibition of Surrey Survey prints—March.
System of School Libraries inaugurated—25th July.
Central Lending Library re-arranged on double service wicket system—August.
- 1905 Monthly Meeting of principal Library Officers inaugurated—5th April.
Privilege Issues instituted—9th October.
Library Talks to Children instituted—27th October.
- 1906 Library Talks revived at Thornton Heath—January.
Second Meeting of Library Assistants' Association in Croydon—14th March.
Croydon Library Staff Guild formed—May.
Object Lessons to School Children inaugurated—June.
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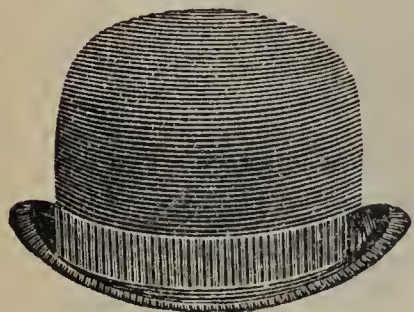
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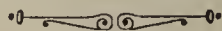
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Handbook of Information and Readers' Companion.

By the time this circular is issued the above publication will be ready for distribution. It has been realized for a long time that many readers do not make the use of the Libraries that they might, simply owing to a lack of knowledge of the numerous facilities afforded. The Croydon Public Libraries are more than usually liberal in the granting of such facilities, and recognizing that to advertize facilities is only less important than to provide them, the Committee are issuing this "Handbook." It will contain some novel features, and it is probable that nothing so complete has ever been issued by a public library this side of the Atlantic, at all events. A detailed analysis of the contents is unnecessary as every library borrower will be presented with a copy gratis on application at any of the libraries, and can see for himself. Some readers will doubtless object to the advertisements, which run right through it on every left hand page, but they alone render it possible to give it to readers free. Other readers may think that some of the information provided rather labours the "obvious", but experience proves that it is practically impossible to do this; nothing is "obvious" to everybody. Care should be taken of the little book as a second copy can only be supplied at the published price of sixpence.

Numerous as are the facilities and activities described, and despite the fact that the book is not yet out of the printer's hands as these lines are written it is almost out-of-date already in the sense of fresh enterprises engaging the attention of the administration. Hence this "Circular of Information", which will be issued from time to time by way of supplement to the "Handbook."

Holiday Information.

An effort is being made this year to collect together in the Reference Library all the publications of the various railway companies, shipping firms, and tourist agencies relating to holiday travel.

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The material is arranged alphabetically under country and place, if local, and under country and name of company or firm if general in

character. Thus a guide to Ostende would be marked ^{Bel}Ost that is,

Belgium, and handbooks to the Great Northern and Great Western railways

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alphabetic sequence.

x x x x

Persons (whether members of the lending libraries or not) or societies who may care to have some of the "inner" working of the Libraries explained will be shown round by a member of the staff on any Saturday morning at 11 o'clock, at other times by appointment.

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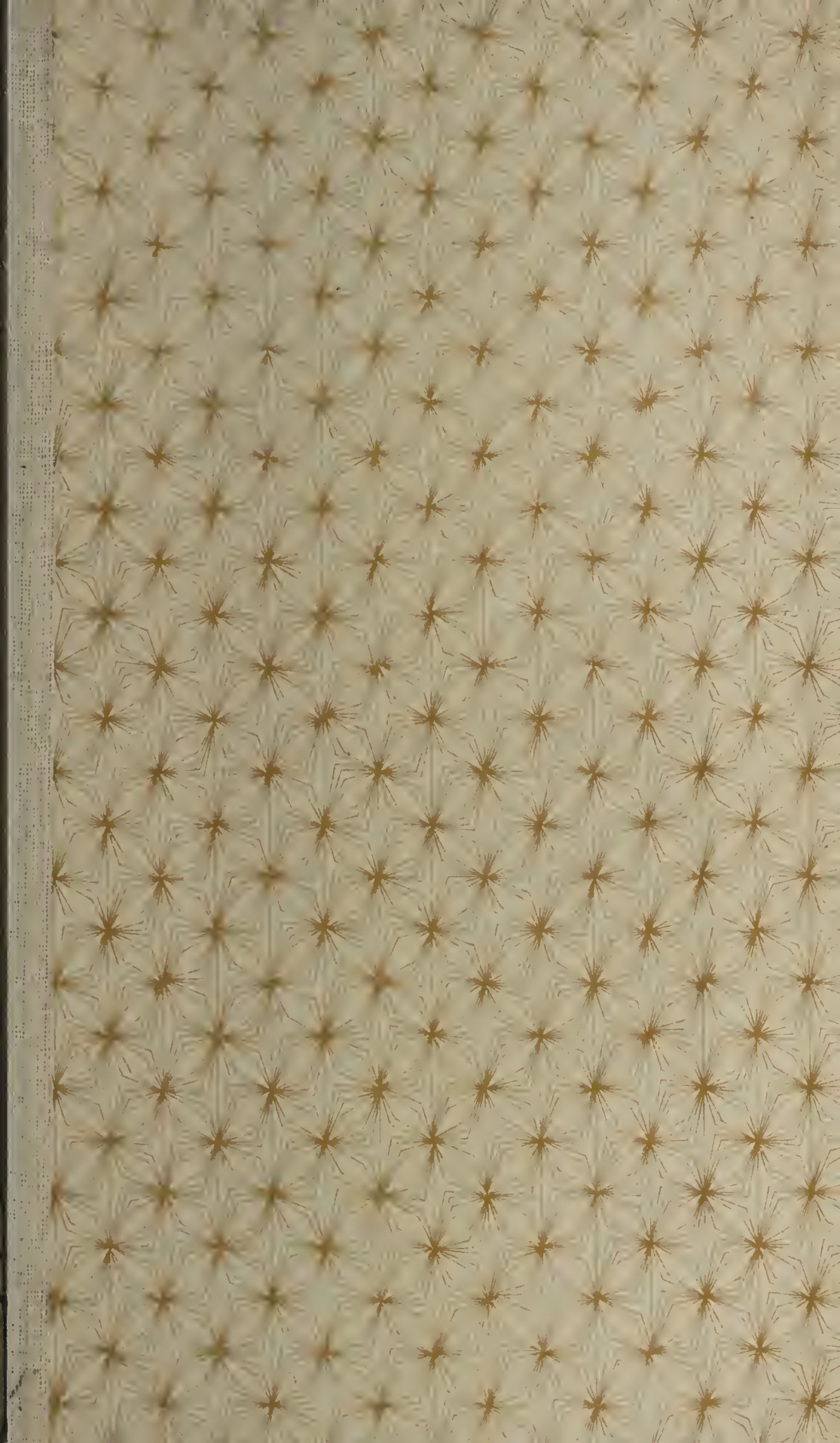
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